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Education and Support for SharePoint, Office 365 and Azure
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COURSE
OUTLINE

MICROSOFT WORD ADVANCED

Course Duration: 1 Day

Overview

The Microsoft Word advanced course is designed for delegates who want to expand their knowledge and skills. Delegates will advance their skill set by learning how to create bookmarks, endnotes/footnotes, indexes, cross references, table of contents, master documents, templates, forms and how to use macros.

Audience

It is essential that the delegate has successfully completed the Word Intermediate course or has gained similar knowledge within work environment using and applying the functionality detailed in the Word intermediate outline.

Prerequisites

Delegates who attend this training should have a good knowledge of Microsoft Word and be able to create, edit, and format documents that contain text, tables, and graphics, or have previously attended the Microsoft Word intermediate course.

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Objectives

After attending the training, you will be able to:

- Use Styles
- Use Referencing tools
- Create and manage Macros
- Tracking documents
- Creating templates
- Create forms
- Work with headers and footers
- Protecting documents

The course will cover the following content

Using and applying styles

- What are styles
- Using predefines styles
- Amending styles
- Use number list styles

Referencing tools

- Creating a Table of Contents
  - Generating table of contents
  - Formatting table of contents
  - Updating table of contents
  - Removing a table of contents
- Master document
  - Create master documents
  - Inserting subdocuments in to master documents.
  - Collapsing and Expanding Subdocuments
  - Unlinking Subdocuments
- Cross referencing with hyperlinks
  - Create hyperlink
  - Update hyperlink
  - Remove hyperlink
  - Create hyperlink within same document
  - Create hyperlink to email address
  - Create hyperlink to file
- Generating Index
  - Using an Index
  - Creating Main index entries
  - Creating index subentries
  - Typing index entries

- o Cross-referencing index Entries
- o Generating an index
- o Updating an index
- Creating Captions
  - Insert Caption
  - Insert table of figures
  - Update table of figures
  - Inserting a Cross-reference
- Using footnotes/endnotes
  - Creating Footnotes
  - Inserting Notes
  - Setting Note Options
  - Viewing Notes
  - Moving and Copying Notes
  - Deleting a Note
- Creating bookmarks
  - Working with Bookmarks
  - Creating Bookmarks
  - Viewing Bookmarks
  - Going to a Bookmark
  - Cross-referencing to a Bookmark
  - Deleting a Bookmark
- Format document for binding
- Document map
- Create hyperlinks to files, web pages and emails

Basic Macros

- Record a macro
- Run macro
- Assigning macro to Quick access toolbar
- Deleting macro

Working with Track changes and Comments

- Apply track changes
- Set change tracking options
- Review document changes
- Accepting and Rejecting changes
- Saving versions
- Inserting comments
- Manage comments
- Reply to comments
- Mark comments complete
- Viewing comment list

Templates

- Using Microsoft Word templates
- Creating and modifying templates
- Deleting templates

Creating Forms

- Creating a form
- Setting form field properties
- Save form as a template
- Inputting data into a form

Protecting a Document

- Opening the Restrict Editing Task Pane
- Protect basic Word document
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions
- Protect document except form fields

Headers and footers

- Creating different headers & footers on pages

Creating Citations and Bibliography

- o Inserting Citations
- o Editing Citation and Bibliography Styles
- o Inserting a Bibliography

Creating a Table of Authorities

- o Marking Citations
- o Inserting a Table of Authorities
- o Updating a Table of Authorities

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced

- Microsoft Excel – Introduction to Advanced

- Microsoft Outlook Introduction

- Microsoft PowerPoint Introduction

- Microsoft Project Introduction

- Office 365 Power User

- Rapid Upskill for Office 365

- Power Automate

- Power Apps

- Power BI

SharePoint Power Users

- SharePoint Online Power User

- Nintex Workflow

- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators

- Advanced Infrastructure

- Office 365 Identities and Services

SharePoint Developers

- Developer Track