

MICROSOFT WORD ADVANCED – LEVEL 3



LEARNING OUTCOMES

By the end of this course, you should be able to:

- create and work with SmartArt
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks and cross references
- use AutoCorrect to automatically correct commonly-misspelled and mistyped words and phrases
- create and use building blocks
- use a range of document proofing features
- understand and use the tracking feature in Word
- compare multiple versions of the same document
- create and remove several forms of protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms in Word
- create and work with macros.

COURSE OUTLINE

1. SmartArt

- a. Understanding SmartArt
- b. Inserting a SmartArt graphic
- c. Inserting text
- d. Adding shapes below
- e. Adding shapes above
- f. Adding shapes before and after
- g. Adding an assistant
- h. Promoting and demoting positions
- i. Switching SmartArt right to left
- j. Positioning SmartArt
- k. Resizing SmartArt
- l. Applying a different layout
- m. Applying a color scheme
- n. Applying a SmartArt style
- o. Deleting SmartArt shapes

2. Longer documents

- a. Understanding tables of contents
- b. Inserting a table of contents
- c. Navigating with a table of contents
- d. Updating page numbers
- e. Updating a table of contents
- f. Customizing a table of contents
- g. Formatting a table of contents
- h. Understanding indexing
- i. Marking index entries
- j. Creating an auto mark file
- k. Marking index entries with an auto mark file
- l. Removing marked entries
- m. Generating an index
- n. Modifying the index format
- o. Updating an index

3. Master documents

- a. Understanding master documents
- b. Understanding subdocuments
- c. Creating a master document
- d. Creating subdocuments
- e. Working with master document views
- f. Inserting subdocuments
- g. Formatting a master document
- h. Editing subdocuments
- i. Merging subdocuments
- j. Splitting subdocuments
- k. Deleting subdocuments
- l. Building a table of contents
- m. Printing a master document

4. Footnotes and endnotes

- a. Understanding footnotes and endnotes
- b. Inserting footnotes
- c. Inserting endnotes
- d. Locating footnotes and endnotes
- e. The footnote and endnote dialog box
- f. Changing the number format
- g. Converting footnotes and endnotes
- h. Deleting footnotes and endnotes

5. Bookmarks and cross references

- a. Creating bookmarks
- b. Navigating with bookmarks
- c. Deleting bookmarks



- d. Creating cross-references
- e. Deleting cross-references

6. Autocorrect

- a. Understanding autocorrect
- b. Using autocorrect
- c. Adding autocorrect entries
- d. Using math autocorrect
- e. Understanding auto format
- f. Using auto format
- g. Using auto format as you type

7. Building blocks

- a. Understanding building blocks
- b. Auto text versus quick parts
- c. Inserting a building block
- d. Creating quick parts
- e. Saving building blocks
- f. Inserting building blocks
- g. Editing building blocks
- h. Deleting building blocks

8. Document proofing features

- a. Proofreading your document
- b. Using proofreading marks
- c. Disabling the spelling & grammar checker
- d. Customizing the spelling checker
- e. Customizing the grammar checker
- f. Using the thesaurus
- g. Setting a different proofing language
- h. Translating selected text
- i. Setting the default language
- j. Understanding custom dictionaries
- k. Adding words to the custom dictionary
- l. Adding words to the custom dictionary file
- m. Deleting words from the custom dictionary
- n. Creating a custom dictionary
- o. Changing the default custom dictionary
- p. Disabling and enabling a custom dictionary
- q. Removing a custom dictionary

9. Tracking changes

- a. Understanding tracking changes
- b. Enabling and disabling tracked changes
- c. Switching between simple markup and all markup
- d. Using comments in tracked changes



- e. Showing and hiding markup
- f. Showing revisions inline and in balloons
- g. Advanced tracking options
- h. Accepting and rejecting changes

10. Comparing documents

- a. Understanding document comparisons
- b. Selecting documents to compare
- c. Accepting and rejecting changes
- d. Saving the revised document

11. Protecting documents

- a. Understanding document protection
- b. Making a document read-only
- c. Working with a read-only document
- d. Restricting formatting
- e. Working with formatting restriction
- f. Restricting editing
- g. Making exceptions
- h. Stopping document protection
- i. Applying an open document password
- j. Applying a modify document password

12. Fields

- a. Understanding fields
- b. The field dialog box
- c. Inserting a document information field
- d. Setting field properties
- e. Showing and hiding field codes
- f. Showing and hiding field shading
- g. Inserting formula fields
- h. Inserting a date and time field
- i. Updating fields automatically when printing
- j. Locking and unlocking fields
- k. Applying a number format
- l. Understanding interactive fields
- m. Inserting a fillin field
- n. Typing field codes into a document
- o. Activating interactive fields
- p. Inserting an ask field
- q. Using ref to display bookmarks
- r. Activating fields automatically



13. Electronic forms

- a. Understanding electronic forms in word
- b. Creating the form layout
- c. Understanding content controls
- d. Displaying the developer tab
- e. Inserting text controls
- f. Setting content control properties
- g. Inserting the date picker control
- h. Inserting prompt text
- i. Inserting formulas
- j. Inserting a combo box control
- k. Inserting a drop-down list control
- l. Protecting and saving the form
- m. Using an electronic form
- n. Editing a protected form

14. Macros

- a. Understanding macros in word
- b. Setting macro security
- c. Saving a document as macro-enabled
- d. Recording a macro
- e. Running a macro
- f. Assigning a macro to the toolbar
- g. Assigning a keyboard shortcut to a macro
- h. Editing a macro
- i. Creating a macro button field
- j. Copying a macro
- k. Deleting a macro
- l. Tips for developing macros

