



Microsoft Word - Advanced

Microsoft Word - Advanced is a one-day course which focuses on enhancing your skills with Microsoft Word beyond the basics. During this course, you will explore working with graphics, templates, and mail merge. You will also learn to review your documents with your team using document collaboration. Additionally you will discover the latest and greatest features, such as SmartArt.

Target Student: Anyone interested in acquiring skills necessary to create, edit, format, lay out, and print standard business documents complete with tables and graphics using Microsoft Word.

Prerequisites: Microsoft Word - Introduction or equivalent knowledge.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, review, edit, and enhance complex business documents.

What's Next:

PowerPoint Learn how to design, create, and deliver presentations with pizzazz.

Microsoft Excel - Introduction Learn the skills necessary to create, edit, format, and print Excel worksheets.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

Photoshop - Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create, format and merge tables.
- Efficiently use templates and modify styles.
- Insert and format graphics.
- Perform a mail merge.
- Use document collaboration to review documents with a team.
- Add security to a document.
- Compare documents side-by-side.
- Merge documents.





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1 Day

Working with Mailings

- An Overview of the Mail Merge Process
- Setting Up the Main Document
- Creating a Data Source
- Using an Existing Data Source
- Editing the Data Source
- Inserting Merge Fields
- Inserting Rules Fields
- Previewing a Mail Merge
- Completing the Mail Merge
- Creating Labels
- Creating Envelopes

Using Document Collaboration Tools

- Tracking Revisions
- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents
- Password Protecting a Document
- Protecting a Document
- Preparing Documents for Publishing and Distribution
- Publishing a Document to a Document Workspace

Working with Outlines, Long Documents, and References

- Creating a Document in Outline View
- Numbering an Outline
- Viewing an Outline
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries
- Working with Picture Captions
- Creating an Index
- Using Footnotes and Endnotes
- Using Citations and Bibliographies

Working with WordArt, SmartArt, and Charts

- Inserting WordArt
- Formatting WordArt
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Inserting a Chart
- Formatting a Chart
- Working with Labels
- Formatting Chart Element
- Changing Chart Type

Collaborating with Other Programs

- About Objects
- Collaborating with Excel
- Collaborating with PowerPoint
- Modifying an Object
- Inserting Text from Another File
- Converting Documents

Working with Templates

- Creating a Document Template
- Using a Document Template
- Copying Styles between Documents and Templates
- Attaching a Different Template to a Document
- Creating Building Blocks
- Using Building Blocks

Advanced Topics

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- Recovering Your Documents
- Using Microsoft Office Diagnostics
- Viewing Document Properties and Finding a File
- Saving a Document as PDF or XPS
- Adding a Digital Signature to a Document
- Recording a Macro
- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code