

Course Outline | Word Advanced

1 day(s)

Overview

This course is intended for learners who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word. It covers how to collaborate on more complicated documents and to control how the documents are accessed and distributed. Advanced features of Word enable you to revise, manage, and secure your business documents.

In particular you will be able to learn:

- Collaborate on documents
- Add reference marks and notes
- Simplify and manage long documents
- Secure a document
- Create forms

Prerequisites

Students must be confident using a mouse and keyboard and have knowledge and skills of Word at an intermediate level.

Course Outline

Master Documents & Word

- What Are Master Documents?
- Creating a New Master Document by Creating Sub-Documents from Headings
- Inserting Sub-Documents into a Master Document
- Unlinking or Removing a Sub-Documents from a Master Document
- Using Text Outline Options

Word Tracking & Comments

- Tracking Changes
- Accepting or Rejecting Changes
- Inserting Comments
- Displaying & Editing Comments
- Deleting Comments
- Showing or Hiding Comments

Comparing & Combining Documents

- Comparing Documents
- Combining Revisions from Multiple Authors

Using a Tables of Contents & Indexes

- Creating a Table of Contents
- Updating a Table of Contents
- Creating & Updating a Table of Figures
- Marking an Index Entry
- Marking an Index Sub-Entry
- Compiling & Updating an Index

Linking & Embedding within Word

- What Is Object Linking?
- Linking Data from a Document as an Icon

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- Updating a Linked Document
- Breaking a Document Link
- Linking Excel Data & Displaying the Linked Data as an Icon
- Linking an Excel Chart to a Word Document as an Icon
- Linking Excel Data & Displaying the Data within a Word Document
- Linking an Excel Chart to a Word Document & Displaying the Chart
- Updating or Breaking an Application Link
- What Is Object Embedding?
- Embedding Data into a Document as an Object
- Editing Embedded Data
- Deleting Embedded Data

Using Hyperlinks in Word Documents

- Inserting Hyperlinks
- Editing a Hyperlink
- Removing a Hyperlink

Using Macros within Word

- Macro to Change Page Set-Up
- Macro to Insert a Table with a Repeating Heading Row
- Macro to Insert Fields into a Header or Footer
- Assigning a Macro to a Button on a Toolbar

Word Fields

- Inserting the Author Field into a Word Document
- Inserting the File Name Field into a Word Document
- Inserting the File Size Field into a Word Document
- Displaying the Developer Tab
- Inserting a Plain Text Fill-In Field
- Inserting a Check Box Field
- Inserting a Drop Down Field
- Deleting Fields
- Changing the Number Formatting Used By a Field
- Updating Fields
- Locking & Unlocking Fields
- Using the Sum Formula within a Table

Word Forms

- Creating & Protecting Form Text Fields
- Creating & Protecting Form Check Boxes
- Inserting & Protecting Form Drop-Down Menus
- Modifying Form Fields & Displaying Help
- Protecting a Form
- Password Protecting a Form

Advanced Word Templates

- What Are Word Templates?
- Creating & Using a Word Template
- Modifying a Word Template

Advanced Mail Merging Techniques

- Editing & Sorting a Mail Merge Recipient List
- Ask Fields & Bookmarks
- Inserting Ask Fields
- Inserting If...Then...Else... Fields

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- Using Merge Criteria in a Mail Merge

Passwords & Editing Restrictions

- Adding 'Opening' Password Document Protection
- Removing 'Open' Password Document Protection
- Adding 'No Modifications' Document Password Protection
- Removing a 'No Modification' Document Password
- Allowing Only Tracked Changes or Comments
- Marking a Document as a Final Version