Word 2016 Expert

Participants will learn to proficiently use the advanced features of Microsoft Word for document content management and advanced formatting - critical skills for those in roles such as editors, project managers, business information workers, and educators. Participants will create and manage professional multi-page documents for a variety of specialized purposes and situations. They will customize their Word 2016 environments to meet project needs, and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a specialized brochure, and a mass mailing.

Module One: Manage Document Options And Settings

Mange Documents And Templates
- Modify Existing Templates
- Copy Custom Styles, Macros, And Building Blocks To Other Documents Or Templates
- Mange Document Versions
- Compare And Combine Multiple Documents
- Link External Document Content
- Enable Macros In A Document
- Display Hidden Ribbon Tabs
- Change The Application Default Font

Prepare Documents For Review
- Restrict Editing
- Mark A Document As Final
- Protect A Document With A Password

Manage Document Changes
- Track Changes
- Manage Track Changes
- Lock Or Unlock Tracking
- Add Comments
- Manage Comments

Module Two: Design Advanced Documents

Perform Advanced Editing And Formatting
- Find And Replace Text By Using Wildcards And Special Characters
- Find And Replace Formatting And Styles
- Set Advanced Page Setup Layout Options
- Link Text Boxes

- Set Paragraph Pagination Options
- Resolve Style Conflicts By Using Past Options

Create Styles
- Create Paragraph And Character Styles
- Modify Existing Styles

Module Three: Create Advanced References

Create And Manage Indexes
- Mark Index Entries
- Create Indexes
- Update Indexes

Create And Manage References
- Customize A Table Of Contents
- Insert And Modify Captions
- Create And Modify A Table Of Figures

Manage Forms, Fields, And Mail Merge Operations
- Add Custom Fields
- Modify Field Properties
- Perform Mail Merges
- Manage Recipient Lists
- Insert Merged Fields
- Preview Merge Results

Module Four: Create Custom Word Elements

Create And Modify Building Blocks, Macros, and Controls
- Create Quick Parts
- Mange Building Blocks
- Create And Modify Simple Macros
- Insert And Configure Content Controls

Create Custom Style Sets And Templates
- Create Custom Color Sets
- Create Custom Font Sets
- Create Custom Themes
- Create Custom Style Sets

Prepare A Document For Internationalization And Accessibility

- Configure Language Options In Documents
- Add Alt Text To Document Elements
- Manage Multiple Options For +Body and +Heading Fonts
- Utilize Global Content Standards