

MS Word–1 day

Advanced

Prerequisites

In order to successfully master Word Advanced, Word Beginners & Intermediate must have been completed.

The user must be confident with at least 80% of the course material from the Intermediate course.

Workgroup Editing

- Master Documents & Subdocuments
- Inserting Comments
- Protecting Documents
- Creating Multiple Versions of a Document
- Tracking Changes in a Document
- Setting a Default File Location for Workgroup Templates

Referencing Documents

- Adding a Table of Contents
- Updating a Table of Contents
- Creating an Index
- Marking Index Entries
- Designing and Building an Index
- Updating an Index
- Footnotes and Endnotes
- Using Bookmarks
- Creating Cross-References

Working with Charts

- Creating a Chart
- Modifying a Chart
- Importing Data into a Chart

Working with Linked Data

- Embedding Worksheets in a Table
- Modifying Worksheets in a Table
- Linking Excel Data as a Table
- Performing Calculations in a Table

Templates & Forms

- Inserting Fields
- Creating a Fill-In Template
- Creating and Modifying Forms
- Modifying Form Fields
- Protecting a Form

Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Copying a Macro
- Renaming a Macro
- Deleting a Macro

Customising Word

- Adding a Toolbar Button to a Toolbar
- Moving or Copying a Toolbar Button
- Deleting a Toolbar Button
- Creating a Custom Toolbar
- Renaming a Custom Toolbar
- Deleting a Custom Toolbar

Round Trip Documents from HTML

- Create Hyperlinks
- Saving a Document as a Web Page
- Opening a Web Page in Word