

Microsoft Word Advanced

Description

Student will learn how to create interactive forms, webpages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes.

Delegates will learn

- Work with Forms
 - Mail Merge
 - Work with Webpages
 - Macros
 - Reviewing Documents
 - Use Reference Tools
 - Customizing
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Outline

Work with Forms

- Use the Developer Tab
- Create Forms
- Add and Format Form Controls
- Group Controls

- Test, Protect and Distribute Forms

Macros

- Set Macro Security
- Record a Macro
- Assign a Macro to a Keystroke or Quick Access Toolbar
- Copy a Macro From a Template

Reviewing Documents

- Add, Edit, Navigate and Delete Comments
- Use the Review Pane
- Track and Review Changes
- Track Changes Options
- Inspect the Document
- Prepare for Sharing
- Compare and Combine Documents
- Protect Documents
- Create and Modify Outlines

Mail Merge

- Use the Mail Merge Wizard
- Use the Mailings Ribbon
- Create Envelopes and Labels

Use Reference Tools

- Create a Table of Contents from Heading Styles
- Create a Table of Contents from an Outline
- Format, Modify and Update a TOC
- Add Footnotes and Endnotes
- Navigate and Edit Footnotes and Endnotes
- Use Bookmarks
- Use Cross References
- Create a Bibliography
- Manage Bibliography Sources and Choose Styles
- Add Captions and Create a Table of Figures
- Mark Entries and Create an Index

- Update and Modify an Index
- Create and Update a Table of Authorities
- Create and Use Outlines
- Drag and Drop Headings
- Create a Master Document
- Create and Work with Sub Documents

Customizing

- Customize Word Options
- Use the Info Pane
- Use the Share Pane