

Microsoft Word Advanced

Duration: 2 Days · **Training format:** Virtual Classroom / Online

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

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