

Microsoft Word 2016 Advanced

Course Description

Microsoft Word 2016 Advanced is part of a 3-level study program. This course aims to extend participants understanding and knowledge of Microsoft Word beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.

Learning Outcomes

At the completion of Microsoft Word 2016 Advanced you should be able to:

- create and work with SmartArt
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks and cross references
- create and use building blocks
- use the features of Word to work collaboratively with others
- understand and use the tracking features
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms
- create and work with macros

Prerequisites

Microsoft Word 2016 Advanced assumes an intermediate understanding of the software and the creation of documents. It would also be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft Word 2016 Advanced course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

SmartArt

- Insert a SmartArt graphic
- Insert and Indent Text
- Change the style and colours
- Change a SmartArt layout
- Add more shapes to SmartArt
- Resize SmartArt

Longer Documents

- Insert a Table of Contents
- Navigate with A Table of Contents
- Update Page Numbers
- Update a Table of Contents
- Customise a Table of Contents
- Format a Table of Contents
- Mark Index Entries
- Create an AutoMark File
- Remove Marked Entries
- Generate or update an Index

Master Documents

- Understand Master Documents
- Understand Subdocuments
- Create a Master Document
- Create Subdocuments
- Work with Master Document Views
- Insert Subdocuments
- Format a Master Document
- Edit Subdocuments
- Merge or Split Subdocuments
- Delete Subdocuments
- Build a Table of Contents
- Print a Master Document

Footnotes and Endnotes

- Insert or Locate Footnotes & Endnotes
- Change the Number Format
- Convert Footnotes and Endnotes
- Delete Footnotes and Endnotes

Bookmarks and Cross References

- Create Bookmarks
- Navigate with Bookmarks
- Delete Bookmarks
- Create Cross-References
- Delete Cross-References

AutoCorrect

- Use AutoCorrect
- Add AutoCorrect Entries
- Use Math AutoCorrect
- Use AutoFormat
- Use AutoFormat as you type

Building Blocks

- AutoText Versus Quick Parts
- Insert a Building Block
- Create Quick Parts
- Save Building Blocks
- Insert Quick Parts
- Edit and Delete Building Blocks

Document Proofing Features

- Proofread your Document
- Use Proofreading Marks
- Disable Spelling & Grammar Checking
- Use the Thesaurus
- Set a Different Proofing Language
- Translate Selected Text
- Set the Default Language
- Create A Custom Dictionary
- Disable and Enable a Custom Dictionary
- Remove A Custom Dictionary

Working Collaboratively

- Co-Authoring Documents
- Share Documents
- Open Shared Documents
- Insert and work with Comments
- Print Comments

Tracking Changes

- Enable And Disable Tracked Changes
- Use Simple Markup & All Markup
- Using Comments In Tracked Changes
- Show And Hide Markup
- Advanced Tracking Options
- Accept And Reject Changes



Comparing Documents

- Select Documents to Compare
- Accept and Reject Changes
- Save the Revised Document

Protecting Documents

- Make a Document Read-Only
- Work with a Read-Only Document
- Restrict Formatting
- Work with Formatting Restrictions
- Restrict Editing
- Make Exceptions
- Turn off Document Protection
- Apply an Open Document Password
- Apply a Modify Document Password

Fields

- The Field Dialog Box
- Insert a Document Information Field
- Set Field Properties
- Show and Hide Field Codes & Shading
- Insert Formula Fields
- Insert a Date and Time Field
- Lock and Unlock Fields
- Applying a Number Format
- Understand Interactive Fields
- Insert a FILLIN Field
- Type Field Codes in a Document
- Activate Interactive Fields
- Insert an ASK Field
- Using REF to Display Bookmarks
- Activate Fields Automatically

Electronic Forms

- Create a Form Layout
- Understand Content Controls
- Display the Developer Tab
- Insert Text Controls
- Set Content Control Properties
- Insert different Control types
- Insert Formulas
- Protect and Save a Form
- Use an Electronic Form
- Edit a Protected Form

Macros

- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording a Macro
- Running a Macro
- Assign a Macro to the Toolbar
- Assign a Keyboard Shortcut to a Macro
- Editing a Macro
- Creating a MacroButton Field
- Copying a Macro
- Deleting a Macro