



## Microsoft Word 2016

Level 3 (Advanced)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures.

### What You Will Learn:

At the completion of this course participants will be able to:

- create and work with *SmartArt*
- create and work with a table of contents
- create and work with an index in a document
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks
- create and delete cross references
- use *AutoCorrect* to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- work with custom dictionaries
- use the features of *Word* to work collaboratively with others
- use reviewing and commenting tools when editing documents
- understand and use the tracking feature in *Word*
- compare multiple versions of the same document
- create and remove protection for your document
- work with a *PDF* document
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with electronic forms in *Word*
- create and work with macros

### Target Audience

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This course is designed for users who are keen to extend their understanding and knowledge of Word beyond creating basic documents.

### Course Content

The course covers:

#### SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing the SmartArt Style
- Changing SmartArt Colours
- Changing a SmartArt Layout
- Adding More Shapes to SmartArt
- Resizing SmartArt
- Challenge Exercise
- Challenge Exercise Sample



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#### Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating With a Table of Contents
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents
- Challenge Exercise
- Challenge Exercise Sample

#### Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries With an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index
- Challenge Exercise
- Challenge Exercise Sample

#### Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document
- Challenge Exercise
- Challenge Exercise Sample

#### Footnotes and Endnotes

- Understanding Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Locating Footnotes and Endnotes
- The Footnote and Endnote Dialog Box
- Changing the Number Format

- Converting Footnotes and Endnotes
- Deleting Footnotes and Endnotes
- Challenge Exercise
- Challenge Exercise Sample

#### Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Challenge Exercise
- Challenge Exercise Sample

#### Cross Referencing

- Creating Cross-References
- Deleting Cross-References
- Challenge Exercise
- Challenge Exercise Workspace

#### AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat as You Type
- Challenge Exercise
- Challenge Exercise Sample

#### Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Challenge Exercise
- Challenge Exercise Data

#### Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling the Spelling and Grammar Checker
- Customising the Spelling Checker
- Customising the Grammar Checker
- Using the Thesaurus
- Setting a Different Proofing Language

- Translating Selected Text
- Setting the Default Language
- Challenge Exercise
- Challenge Exercise Data

#### Custom Dictionaries

- Understanding Custom Dictionaries
- Adding Words to the Custom Dictionary
- Adding Words to the Custom Dictionary File
- Deleting Words From the Custom Dictionary
- Creating a Custom Dictionary
- Changing the Default Custom Dictionary
- Disabling and Enabling a Custom Dictionary
- Removing a Custom Dictionary
- Challenge Exercise
- Challenge Exercise Sample

#### Working Collaboratively

- Co-Authoring Documents
- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents
- Challenge Exercise
- Challenge Exercise Workspace

#### Document Commenting

- Inserting Comments
- Working With Comments
- Printing Comments
- Challenge Exercise
- Challenge Exercise Sample

#### Tracking Changes

- Understanding Tracking Changes
- Enabling and Disabling Tracked Changes
- Switching Between Simple Markup and All Markup
- Using Comments in Tracked Changes
- Showing and Hiding Markup
- Showing Revisions Inline and in Balloons
- Advanced Tracking Options
- Accepting and Rejecting Changes
- Challenge Exercise
- Challenge Exercise Sample



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#### Comparing Documents

- Understanding Document
- Comparisons
- Selecting Documents to Compare
- Accepting and Rejecting Changes
- Saving the Revised Document
- Challenge Exercise
- Challenge Exercise Sample

#### Protecting Documents

- Understanding Document Protection
- Making a Document Read Only
- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting
- Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying an Open Document Password
- Applying a Modify Document Password
- Challenge Exercise
- Challenge Exercise Sample

#### Working With PDF Documents

- Understanding PDF Documents
- Saving a Document as a PDF
- Viewing a PDF File in Reader
- Opening and Editing a PDF in Word
- Challenge Exercise

- Challenge Exercise Sample

#### Fields

- Understanding Fields
- The Field Dialog Box
- Inserting a Document Information Field
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- Inserting Formula Fields
- Inserting a Date and Time Field
- Updating Fields Automatically When Printing
- Locking and Unlocking Fields
- Applying a Number Format
- Challenge Exercise
- Challenge Exercise Sample

#### Interactive Fields

- Understanding Interactive Fields
- Inserting a FILLIN Field
- Typing Field Codes Into a Document
- Activating Interactive Fields
- Inserting an ASK Field
- Using REF to Display Bookmarks
- Activating Fields Automatically
- Challenge Exercise
- Challenge Exercise Sample

#### Electronic Forms

- Understanding Electronic Forms in Word
- Creating the Form Layout

- Understanding Content Controls
- Displaying the Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting the Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting a Combo Box Control
- Inserting a Drop Down List Control
- Protecting and Saving the Form
- Using an Electronic Form
- Editing a Protected Form
- Challenge Exercise
- Challenge Exercise Data

#### Macros

- Understanding Macros in Word
- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording a Macro
- Running a Macro
- Assigning a Macro to the Toolbar
- Assigning a Keyboard Shortcut to a Macro
- Editing a Macro
- Creating a Macro Button Field
- Copying a Macro
- Deleting a Macro
- Tips for Developing Macros
- Challenge Exercise
- Challenge Exercise Data



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**What You Take Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To Know:**

Before you attend this course, you should know how to create a Word document, apply character, paragraph and page formatting. You should also know how to insert and modify tables as well apply borders and shading to a document. (Any participant who does not have this knowledge may be asked to leave the course).

**Measure of Success:**

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

**Certificate:**

Upon successful completion of the workshop, you will be issued with an official course certificate

**Dates & Times:**

Please refer to separate workshop schedule.

**Course Policies  
Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course