

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Produce documents to a consistent layout using advanced formatting features
- \* Create templates to standardise document content and layout
- \* Use the Mail Merge feature
- \* Use the long document capabilities to produce complex publications
- \* Integrate data from external applications

## PREREQUISITES

It is recommended that participants have basic experience with the fundamental uses and applications of Microsoft Word 2016 including the ability to:

- \* Produce and store a document.
- \* Edit text to a required format and layout i.e. include a variety of character and paragraph formats, amend page setup features and create basic headers and footers.
- \* Incorporate simple built-in functions.
- \* Organise and maintain text in a table.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### PARAGRAPH FORMATTING

- \* Line spacing options ie Widow/Orphan
- \* Applying and modifying multilevel lists

### PICTURES

- \* Working with Screen Shots
- \* Picture tools and artistic effects
- \* Compressing and resetting pictures
- \* Picture styles, borders and cropping
- \* Applying text wrapping

### SECTIONS

- \* Inserting and deleting Section Breaks
- \* Changing the Section Break type
- \* Changing page format within sections

### HEADERS AND FOOTERS

- \* Applying different headers and footers to sections, first page and odd and even pages

### TABLES

- \* Merging and splitting cells within a table
- \* Modifying cell alignment and margins
- \* Modifying text direction and wrapping
- \* Repeating the table heading row for multi-page tables and controlling row breaking
- \* Performing sorts in a table
- \* Converting text to a table and table to text

### STYLES

- \* Types of styles and applying styles
- \* Creating, modifying and deleting a paragraph or character style
- \* Enabling automatic style updating

### COLUMNS

- \* Applying column formatting to an entire document or to 'selected text'
- \* Changing number of columns
- \* Changing column widths and spacing
- \* Inserting and removing lines between columns
- \* Inserting and deleting column breaks

### BUILDING BLOCKS (AUTOTEXT)

- \* Creating and inserting Building Block items
- \* Modifying or deleting a building block item

### ADVANCED FIND AND REPLACE

- \* Advanced find and replace options using font formatting, paragraph formatting, paragraph marks, page breaks
- \* 'Paste special' options using formatted and unformatted text

### CAPTIONS

- \* Manually adding a caption to an object
- \* Adding and removing caption labels
- \* Changing the caption number formatting

### FOOTNOTES AND ENDNOTES

- \* Inserting, editing, formatting
- \* Converting footnotes and endnotes

### BOOKMARKS AND CROSS-REFERENCES

- \* Adding and deleting a bookmark
- \* Creating and deleting a cross-reference to a bookmark, numbered item, heading, figure, table or an index entry

### MASTER DOCUMENTS

- \* Creating a master document
- \* Inserting and removing sub-documents
- \* Using text outline options

### TRACKING AND COMMENTS

- \* Tracking, accepting or rejecting changes
- \* Inserting, displaying, editing and removing comments
- \* Comparing and combining documents

### TABLES OF CONTENTS AND INDEXES

- \* Creating and updating a table of contents or a table of figures
- \* Marking an index entry or sub-entry
- \* Compiling and updating an index

### LINKING AND EMBEDDING

- \* Linking and displaying a linked object as an icon or as actual data
- \* Updating or breaking a linked document
- \* Embedding data as an object
- \* Editing or deleting embedded data

### MACROS

- \* Recording a macro
- \* Assigning a macro to a button

### FIELDS

- \* Inserting and deleting fields and fill-in fields
- \* Changing the number formatting, updating, locking and unlocking fields

### FORMS

- \* Creating and modifying forms
- \* Protecting a Form
- \* Password protecting a Form

### TEMPLATES

- \* Creating and using a word template
- \* Modifying a word template

### ADVANCED MAIL MERGE

- \* Editing and sorting a mail merge list
- \* Ask fields and bookmarks
- \* Inserting if...then...else... fields
- \* Using merge criteria in a mail merge

### PASSWORDS AND EDITING RESTRICTIONS

- \* Adding and removing 'opening' or 'no modifications' password document protection
- \* Allowing only tracked changes or comments
- \* Marking a document as a final version

### ADDITIONAL FEATURES

- \* Compatibility Mode
- \* Adding, removing or modifying a pre-defined or custom text watermark
- \* Creating, modifying and deleting an Autocorrect entry
- \* Inserting, editing or removing Hyperlinks