



# Word 2016 © Advanced



*caring, flexible, professional*

**Duration: 1 day**

## TARGET AUDIENCE

This one-day course is ideal for people who need to produce advance their Word skills to a higher level

## LEARNING OUTCOMES

Existing skills and knowledge are enhanced by covering more advanced aspects of key topics, such as SmartArt, QuickParts, Tables of Contents, Indexing, Fields, Interactive fields, tracking changes and much more.

### Revision of Intermediate topics including:

- Overview of screen
- Moving effectively around around a Word document
- Formatting including paragraph formatting
- Styles
- Sections
- Building blocks

### Table of Contents

Inserting a Table of Contents  
Navigating with a Table of Contents  
Updating Page Numbers and Table of Contents  
Customising and Formatting a Table of Contents

### 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

### Master Documents

Understanding sub documents  
Creating a Master Documents and Subdocuments  
Working with Master Documents Views  
Inserting Subdocuments  
Formatting a master document  
Editing subdocuments  
Merging and splitting subdocuments  
Deleting subdocuments  
Building a Table of Contents  
Printing a Master document

### Footnotes and Endnotes

Inserting Footnotes and Endnotes  
Locating Footnotes and Endnotes  
The Footnote and Endnote Dialog box  
Changing the number format  
Converting Footnotes and Endnotes  
Deleting Footnotes and Endnotes

### Bookmarks

Creating Bookmarks  
Navigating with Bookmarks  
Deleting bookmarks

### Cross referencing

Creating Cross References  
Deleting Cross References

### 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

### Document Commenting

Inserting comments  
Working with comments  
Printing comments

### Comparing documents

Understanding document comparisons  
Selecting documents to compare  
Accepting and rejecting changes  
Saving the revised document

### 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 and Date and Time Field  
Updating Fields Automatically when Printing  
Locking and Unlocking Fields  
Applying a Number Format

### Interactive Fields

Inserting a FILLIN Field  
Typing Fields Codes into a document  
Activating Interactive Fields  
Inserting an ASK Field  
Using REF to Display Bookmarks  
Activating Fields Automatically

### Protecting Documents

Making a Document Read-Only  
Working with a Read-Only Document  
Restricting Formatting  
Working with Formatting Restrictions  
Restricted Editing  
Making Exceptions  
Stopping Document Protection  
Applying an Open Document password  
Applying a Modify Document password

### Electronic Forms

Creating the Form layout  
Understanding Content Controls  
Displaying the Developer Tab  
Inserting Text Controls  
Setting Content Control properties  
Inserting the Date Picker Control + Prompt Text  
Inserting Formulas + a Combo Box Control  
Inserting a Drop-Down List Control  
Protecting and Saving the Form  
Using an electronic form  
Completing an Electronic Form

### Macros

Setting Macro Security  
Saving a Document as Macro-Enabled  
Recording and Running a Macro  
Assigning a Macro to the Toolbar  
Assigning a Keyboard Shortcut to a Macro  
Editing a Macro  
Creating a MacroButton Field  
Copying and deleting a macro  
Tips for developing macros

### SmartArt

Inserting a SmartArt Graphic and Text  
Indenting text  
Changing the SmartArt style  
Changing the SmartArt colours  
Changing a SmartArt layout  
Adding more Shapes to SmartArt  
Resizing SmartArt

**Duration: 1 Day**  
**Class size: 10 max**  
**Times: 9am to 4pm**