

Microsoft Word Advanced

OBJECTIVES

Create and use forms, and create master documents that include a table of contents, footnotes, endnotes, an index, bookmarks, cross-references; create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Duration: 1 Day

1. **ADVANCED FILE MANAGEMENT**

- Find Files/Use Wildcards
- Set, Save Search Criteria

2. **ADVANCED USE OF FIND AND REPLACE**

- Use Find or Find & Replace
- Advanced Use of Find and Replace

3. **STYLES**

- Paragraph and Character Styles
- Apply/Modify Styles
- Create Styles; Shortcut Keys
- Apply Styles As You Type
- The Organizer; The Style Gallery

4. **TEMPLATES**

- Create/Modify Templates
- Load the Global Template
- Change Default Settings

5. **FIELDS**

- Insert Fields
- Toggle Between Field Codes and Results
- Update Field Codes
- Lock, Unlock and Unlink a Field Code
- Speed-keys Associated with Fields
- The Fill-In Field
- Formula Field Code

6. **FORMS**

- Create/Fill-in a Form
- Protecting a Form
- Sharing/Security Document

7. **LONG DOCUMENTS**

- Outline View
- Create Table of Contents/ Index
- Bookmarks and Cross-references
- Footnotes and Endnotes

8. **SHARING DOCUMENTS**

- Highlight Text; Adding Comments
- Track Changes

9. **OBJECTS AND BACKGROUNDS**

- Work with ClipArt and WordArt
- Draw Objects/AutoShape/SmartArt
- Manipulate Objects
- Change Object Properties
- Create Watermarks
- Align Text Around Objects
- Create/Modify Page Background/Borders

10. **MACROS**

- What is a Macro; Planning a Macro
- Record and Run a Macro
- Assign Macro to the Toolbar/Shortcut Key
- Copy/Delete/Rename a Macro

11. **XML FEATURES**