

## Microsoft Word 2013 - Advanced

### General Description

Add business diagrams, manage long documents, secure content and automate everyday tasks.

### Learning Outcomes

- Insert, modify and format SmartArt graphics
- Add a customised table of contents and create an index with modified formatting
- Create a master document, insert subdocuments and build a table of contents
- Insert, locate and format footnotes and endnotes
- Navigate to specific locations in a document using bookmarks and cross-references
- Add AutoCorrect entries and use AutoFormat options
- Create and insert Building Block items to produce documents quickly and easily
- Use proofreading marks, customise the spelling checker and manage words in the custom dictionary
- Save documents online, share documents and insert comments
- Turn track changes on and off, set tracking options and manage tracked changes
- Select documents to compare and manage document changes
- Make documents read only, restrict formatting, set editing restrictions and apply document passwords
- Insert fields, set field properties and add interactive fields with automatic field activation
- Create, use and protect electronic forms incorporating content controls, formulas and combo boxes
- Record, edit and delete macros

### Duration

One Day

### Prerequisite

Intermediate understanding of Microsoft Word

### Topics

SmartArt

Longer Documents

Master Documents

Footnotes and Endnotes

Bookmarks and Cross References

AutoCorrect

Building Blocks

Document Proofing Features

Working Collaboratively

Tracking Changes

Comparing Documents

Protecting Documents

Fields

Electronic Forms

Macros