

Microsoft Word 2016 - 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
- Generate 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
- Insert and work with cross-references to tables and images
- 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 use the Thesaurus
- Manage words in the custom dictionary
- Co-author documents, save documents to OneDrive and share documents
- Insert, manage and print 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
- Save a document as a PDF, view a PDF and edit a PDF in Word
- 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

Table of Contents

Indexing

Master Documents

Footnotes and Endnotes

Bookmarks

Cross Referencing

AutoCorrect

Building Blocks

Document Proofing Features

Custom Dictionaries

Working Collaboratively

Document Commenting

Tracking Changes

Comparing Documents

Protecting Documents

Working with PDF Documents

Fields

Electronic Forms

Macros