



Word Advanced

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Prerequisites

Word Intermediate or equivalent skills. Must be able to create, format and sort tables, and to work with headers and footers. Should be able to create columns, bulleted and numbered lists. Knowledge of sections is required.

Duration 1 day(s)

Working with Styles and Themes

- Understanding Styles
- Creating a Style
- Using a Style
- Editing a Style
- Merging a Style from Another Document
- Using the Style Gallery
- Creating Styles Automatically
- Creating Styles by Example
- Modifying Styles by Example
- Applying a Theme to a Document

Working with Templates

- Defining Templates
- Using Templates
- Creating a Template
- Editing a Template

Working with Fields

- Defining Fields
- Inserting Fields

Displaying Field Codes

Updating a Field

Editing a Field

Creating a Table of Contents

Creating an Index

Using an IF Field in a Mail Merge Document

Using a FILLIN Field

Working with Macros

Recording a Macro

Running a Macro

Editing a Macro

Assigning a Macro to a Shortcut Key

Assigning a Macro to a Menu or Toolbar

Deleting a Macro

Creating Forms

Designing a Form

Placing a Form Field

Modifying Form Field Properties

Adding Help Text to a Field



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Protecting a Form

Using a Form

Working with Graphics

Inserting Clip Art

Inserting a Picture from a File

Wrapping Text around Graphic Objects

Selecting Graphics

Positioning Graphics

Sizing and Cropping Graphics

Manipulating Graphics with the Drawing
Toolbar

Manipulating Graphics with the Picture
Toolbar

Creating Linked Text Boxes

Creating Watermarks

Working with Worksheets, Charts, and Diagrams

Inserting Excel Data

Creating a Chart

Modifying a Chart

Importing Excel Data into the Datasheet

Importing an Excel Chart

Inserting Diagrams

Using Collaborative Tools

Understanding Collaborative Tools

Configuring Documents for Tracking
Changes

Tracking Document Changes

Accepting or Rejecting Tracked Changes

Saving Document Versions

Merging Document Changes