

Course Overview

In this 2-day course, you will learn intermediate to advanced techniques for creating and formatting documents in Microsoft Word. First, you will review Font and Paragraph formatting. You will then use advanced editing techniques to improve productivity. You will also learn to create styles to store collections of formats. You will learn how to create and modify tables. Additionally, you will learn to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters and labels. You will work with templates to speed your use of standard documents. You will also add graphics to a document. You will learn how to collaborate with others by adding comments, tracking changes, comparing two versions of a document, and reviewing tracked changes. You will also learn to create and customize a form. Additionally, you will learn how to secure a document. You will learn to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will also learn how to insert bookmarks, footnotes, captions, hyperlinks, and cross-references. Finally, you will learn how to use Word together with Excel.

Course Preparation

Prerequisite Course: *Word Level 1* or equivalent experience.

Course Topics

Editing Techniques

- Handling Paragraphs
- Using Keyboard Navigation Keys
- Finding Text
- Finding and Replacing Text
- Inserting Special Characters

Using Paragraph Styles

- About the Normal and No Spacing Styles
- Applying Built-in Styles
- Clearing Styles
- Creating a Custom Style
- Modifying a Style
- Deleting a Style

Creating Tables

- Creating a Table
- Adding and Deleting Rows
- Working with Columns
- Formatting a Table
- Sorting Table Data

Formatting Sections

- Understanding and Viewing Sections
- Adding Section Breaks
- Turning One Page Sideways
- Adding a Watermark
- Adding a Footer to a Single Section
- Formatting a Section for Multiple Columns

Performing a Mail Merge for Letters and Labels

- Starting the Mail Merge Process
- Specifying Recipients
- Placing Merge Fields in the Document
- Changing How Merge Fields Display
- Completing the Mail Merge
- Creating Address Labels

Adding Graphics

- Inserting a Photograph
- Wrapping Text Around a Photo
- Resizing, Cropping, and Moving a Photo
- Adding Clip Art
- Recoloring Clip Art

Creating and Using Templates

- Saving a Document as a Template
- Using a Template
- Modifying a Template

Collaborating on Documents

- Setting Your User Name
- Tracking Changes
- Adding and Removing Comments
- Using the Reviewing Pane
- Reviewing and Removing Tracked Changes
- Comparing Documents

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Protecting a Document

- Using the Document Inspector
- Protecting a Document from Editing
- Setting a Password to Open a Document
- Protecting Tracked Changes

Creating a Form

- Accessing Form Tools
- Inserting Form Fields
- Modifying Form Fields
- Creating Calculating Form Fields
- Protecting and Using a Form

Working with Long Documents

- Working with a Table of Contents
- Creating an Index
- Working with Captions
- Using a Master Document

Using References and Links

- Inserting a Footnote
- Working with Bookmarks
- Inserting a Cross-Reference
- Creating a Hyperlink

Using Word and Excel Together

- Importing and Linking Excel Data
- Embedding an Excel Spreadsheet