

# Word Advanced (1 Day)

## Overview

In this Advanced Microsoft Word class, you will learn about document collaboration, security, navigation, and more. You will practice adding a table of contents, footnotes, endnotes, and comments. You will gain experience tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

**Target Audience:** Students who have intermediate Microsoft Word skills and are ready to learn advanced tools and features.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

## Goals

- Learn to work with tables of contents.
- Learn to work with footnotes and endnotes.
- Learn to insert bibliographies and indexes.
- Learn to use comments.
- Learn to use track changes including accepting and rejecting changes.
- Learn to compare and combine documents.
- Learn to use Mail Merge and create envelopes and labels.
- Learn to protect documents.
- Learn to use bookmarks, add watermarks, and customize the Ribbon.

## Outline

### Working with Long Documents

- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting Citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline
  - Promoting Sections in an Outline
  - Creating a Master Document

## **Review and Collaborating on Documents**

- Adding Comments
  - Tracking Changes
  - Viewing Changes, Additions, and Comments
  - Accepting and Rejecting Changes
  - Version History

## **Comparing and Combining Documents**

- Comparing Documents
- Combining Documents

## **Managing Mailings**

- Creating Envelopes and Labels
- Using Mail Merge

## **Protecting Documents**

- Making Word Documents Read Only
  - Password Protect Word Documents
  - Removing Metadata from Files
  - Restrict Formatting and Editing

## **Random Useful Items**

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go To Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security
- Customizing the Ribbon
- Assigning Shortcut Keys
- Preparing a Document for Internationalization and Accessibility
- Modify Tab Order
  - Configure Language Options
  - Using Microsoft Translator
  - Add Alt-Text to Document Elements
  - Create Documents for Use with Accessibility Tools
  - Modify Documents for Use with Accessibility Tools
  - Accessibility: Using Sounds
  - Manage Multiple Options for +Body and +Heading Fonts
  - Apply Global Content Standards
  - Using the Cloud
- Sharing