



Course:

Microsoft Word 2016: Advanced

Course Details

Duration: 1 Day

Summary

This course builds on the skills and concepts taught in Word Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Prerequisites

Word 2010: Intermediate or equivalent experience

Unit 1: Using Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

Topic A: Inserting content from other applications

Topic B: Changing the document background

Unit 3: Using macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Unit 4: Working with forms

Topic A: Creating forms

Topic B: Protecting forms

Topic C: Sharing and securing documents



Unit 5: Customizing Word

Topic A: Customizing the Ribbon

Topic B: Customizing the Quick Access toolbar

Topic C: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

Unit 7: XML features

Topic A: Working with XML