



**Course:**

## **Microsoft Word 2016: Advanced**

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**Course Details**

**Duration:** 1.00 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: Intermediate or equivalent experience

**Outline:**

**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

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