

Word Advanced Course Outline

1 day course

Automating Repetitive Tasks

- Explaining Macros
 - Recording Macros
 - Running Macros
 - Editing Macros
 - Deleting Macros
- Working with Templates
 - Setting the Location of Template Files
 - Saving and Using Templates
 - Changing the Normal Template
- Creating Forms
 - Using Tabs
 - Using Tables
- Creating Online Forms
 - Creating Help Messages for Form Fields
 - Saving Forms as Templates
 - Protecting Forms from Changes

Working with Lists and Data

- Sorting Lists
 - Sorting Paragraphs
 - Sorting Tables
 - Sorting a File in Another Format
- Modifying Tables
 - Adjusting Table Cells
 - Manipulating Text in Cells
 - Adjusting Table Properties
- Working with Formulas
 - Reviewing Math Formulas
 - Updating Formulas
- Linking and Embedding Worksheets
 - Creating a New Embedded Object
 - Working with an Embedded Object
 - Linking Worksheets
 - Editing Linked or Embedded Objects
- Working with Other Programs
 - Importing Documents
 - Importing Data into a Chart

Sharing Documents

- Setting Document Properties
- Tracking Revisions
 - Reviewing a Document from Others
- Working with Multiple Versions
 - Creating Multiple Versions
 - Opening Earlier Versions of Documents
 - Deleting One or More Versions
 - Saving Versions as Separate Files
- Protecting Documents
 - Adding a Password to a Document
 - Removing or Changing Passwords
 - Protecting the Document from Selected Changes
- Using Digital Signatures
 - Adding a Digital Signature

Publishing Large Documents

- Working with Styles
 - Applying Styles to Text
 - Modifying Styles
 - Working with Lists and Tables Styles
 - Protecting Styles
- Controlling the Text Flow
 - Preventing Breaks in Tables
- Navigating Around a Document
- Working with Master Documents
 - Creating Master Documents from an Outline
 - Converting Existing Documents into a Master Document
- Inserting Subdocuments
 - Expanding and Collapsing Subdocuments
 - Opening Subdocuments
 - Splitting Subdocuments
 - Merging Subdocuments
 - Deleting Subdocuments
 - Converting a Subdocument

Working with References

- Analyzing and Summarizing Documents
 - Analyzing the Readability
 - Using AutoSummarize
- Adding Footnotes and Endnotes
 - Creating Footnotes and Endnotes
 - Managing Footnotes and Endnotes
- Working with Bookmarks and Cross-references
 - Creating Bookmarks
 - Moving to a Bookmark
 - Creating Cross-references
 - Working with Captions
- Creating an Index
 - Marking Index Entries
 - Creating Concordance Files
 - Using a Concordance File to Mark Index Entries
 - Generating an Index
 - Updating and Editing an Index
 - Deleting the Index
- Creating a Table of Contents
 - Compiling a Table of Contents
 - Updating a Table of Contents
 - Changing a Table of Contents to Text
- Creating a Table of Figures