

Course Outline

Microsoft Word Advanced



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course covers advanced skills and concepts students need to use Microsoft Word 2013 productively and efficiently. Students will learn how to work with fields and perform a mail merge. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will learn how to use document references such as citations, indexes, and tables of contents. They will use Track Changes and prepare documents for sharing and exporting. Finally, they will add interactive elements such as forms and content from other applications, and they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments.

Topics Covered:

- Unit 1: Mail Merge
 - Topic A: Form letters
 - Topic B: Data sources for the recipient list
 - Topic C: Mailing labels and envelopes
- Unit 2: Illustrations
 - Topic A: Creating diagrams
 - Topic B: Working with shapes
 - Topic C: Formatting text graphically
- Unit 3: Advanced document formatting
 - Topic A: Creating and formatting sections
 - Topic B: Working with columns
 - Topic C: Document design
- Unit 4: Document references
 - Topic A: Tables of contents and captions
 - Topic B: Indexes, bibliographies, and footnotes
- Unit 5: Document sharing
 - Topic A: Document properties
 - Topic B: Tracking changes
 - Topic C: Finalizing documents
- Unit 6: Document interactivity
 - Topic A: Creating forms
 - Topic B: Inserting objects and charts
 - Topic C: Web pages
- Unit 7: Working in Word efficiently
 - Topic A: Customizing the ribbon
 - Topic B: Macros