

## Customised IT and Soft Skills training to suit your needs

# Microsoft Word 2016 Advanced Training

### Word 2016 Advanced Course Objectives

#### After the course, you will be able to:

- Use and Apply Styles
- Create Table of Contents, Index and Referencing Tools
- Create Templates
- Track Changes
- Use Outlining to Restructure
- Create Basic Macros

### Audience

The advanced Word training course will help users that need to produce large, more complex, documents e.g. legal or proposal documents.

### Course Prerequisite

You must have sound Word skills and understand key concepts of documents, or equivalent to our Intermediate course level.

### Course Duration

This is a 1 day Word 2016 Advanced Course. Course starts at 09:30 and runs until 16:30

### Word 2016 Advanced Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

### Inserting Graphics, Charts and Objects

- Inserting Clipart & Pictures
- Inserting shapes & SmartArt
- Controlling graphic placement and text wrapping
- Using the drawing canvas and drawing tools
- Inserting a Screenshot

- Inserting and Linking Excel Charts
- Using WordArt Objects
- Inserting Files

## **Creating Forms**

- Creating a form
- Use section breaks in forms
- Inserting Text, Checkbox and Dropdown form fields
- Set Form field options
- Inserting fields into your form
- Lock a form (Protection)
- Password protect forms
- Save as a template
- Use a form

## **Using Referencing Tools**

- Insert a Tables of Contents, Table of Figures and Index
- Footnotes and Endnotes
- Cross Referencing
- Create and use Bookmarks
- Insert hyperlinks
- Edit hyperlinks
- Use mailto: hyperlinks

## **Mail Merging**

- Use the Mail Merge Wizard Pane
- Use the Mail merge contextual ribbon
- Create a data source
- Use an existing data source
- Filter and Sort a Data Source in Word
- Create letters
- Create labels
- Predefined merge field blocks
- Insert merge fields
- Simulate a merge
- Preview merge data
- Merge to printer

- Merge to email
- Insert and use the: Fill-in, If, Then, Else, fields.

## Track and Merge Documents

- Using Compare and Merge Documents
- Sending for Review and Tracking changes
- Accepting and Rejecting changes
- Features of the review ribbon
- Using version control in word 2016
- Add, edit and remove Comments

## Introduction to Macros

- Record and Run a Macro
- Basic Macro editing
- Assigning macros to a ribbon or toolbar

## Building a Template

- Inbuilt Word templates
- Office online templates
- What is in a template?
- Create a template
- Edit and modify a template
- Include boilerplate text and styles
- Managing your Templates

## Word customisation

- Customise ribbons and Quick access toolbar
- Set default word options
- Set or edit default file paths
- Set or change languages for Word
- Manage add-in