



## Microsoft Word 2016 Advanced

Word

### About The Course

During this 1 day course, instructors will take experienced users of Microsoft Word 2016 through advanced tasks such as bookmarks, indexes, endnotes and footnotes, use Master Documents, columns and outlining. Learn to perform complex merges, import data from other programs and advanced automation through the use of fields, forms and macros.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

### Who Should Do This Course?

This course is primarily aimed at people who need to know how to use the more advanced features of Word 2016, including document automation, outlining, working with longer documents, and merging.

### Prerequisites

Students should have completed Word 2016 Level 1 and Level 2 training courses or have a good working knowledge of Microsoft Word and document creation.

## Content

### Unit 1: Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template from a Template
- Tips for Developing Templates

### Unit 2: Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

### Unit 3: Fields

- Understanding Fields
- The Field Dialog Box

- Inserting a Document Information Field
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- Inserting Formula Fields
- Inserting a Date and Time Field
- Updating Fields Automatically When Printing
- Locking and Unlocking Fields
- Applying a Number Format

## Unit 4: Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working with Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document

## Unit 5: Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating with a Table of Contents
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents

## Unit 6: Bookmarks

- Creating Bookmarks
- Navigating with Bookmarks
- Deleting Bookmarks

## Unit 7: Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries with an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index

## Unit 8: Tracking Changes

- Understanding Tracking Changes

- Enabling and Disabling Tracked Changes
- Switching Between Simple Markup and All Markup
- Using Comments in Tracked Changes
- Showing and Hiding Markup
- Showing Revisions Inline and in Balloons
- Advanced Tracking Options
- Accepting and Rejecting Changes

## Unit 9: Protecting Documents

- Understanding Document Protection
- Making a Document Read Only
- Working with a Read Only Document
- Restricting Formatting
- Working with Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying an Open Document Password
- Applying a Modify Document Password

## Unit 10: Macros

- Understanding Macros in Word
- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording a Macro
- Running a Macro
- Assigning a Macro to the Toolbar
- Assigning a Keyboard Shortcut to a Macro
- Editing a Macro
- Creating a MacroButton Field
- Copying a Macro
- Deleting a Macro
- Tips for Developing Macros

## Unit 11: Interactive Fields

- Understanding Interactive Fields
- Inserting a FILLIN Field
- Typing Field Codes into a Document
- Activating Interactive Fields
- Inserting an ASK Field
- Using REF to Display Bookmarks
- Activating Fields Automatically

## Unit 12: Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

## Unit 13: Electronic Forms

- Understanding Electronic Forms in Word
- Creating the Form Layout
- Understanding Content Controls
- Displaying the Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting the Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting a Combo Box Control
- Inserting a Drop Down List Control
- Protecting and Saving the Form
- Using an Electronic Form
- Editing a Protected Form

### Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**