



MICROSOFT WORD

Word 2016 Advanced (WRD003)

Traditional Learning Pathway



COURSE CONTENTS

REVIEWING THE BASICS

- The Ribbon & QAT
- Keyboard shortcuts
- Document design
- Navigation & selection technique
- Editing technique
- Using tables
- Basic formatting
- Page setup & printing
- Viewing options

STYLES & FORMATTING

- Direct formatting
- Reveal formatting
- Applying styles
- Modify styles
- Style sets & themes
- The style gallery
- Copying styles between documents or templates
- Copy, paste & paste special
- The Organiser

STRUCTURED DOCUMENTS

- Creating structured documents
- The navigation pane
- Reorganising a document
- Outline numbering
- Creating a TOC
- Updating a TOC

ENHANCING DOCUMENTS

- Building Blocks & Quick Parts
- Cover pages
- Symbol sets
- Drawing objects
- The selection pane
- Add shapes
- Layers
- Arranging tools

WORKING WITH IMAGES

- Image file types
- Using images, pictures, screen captures
- Add a corporate logo
- Working with photographs
- Picture compression
- Arranging images in tables
- Image captions
- Creating a table of figures

USING REFERENCES

- Using hyperlinks
- Cross references, bookmarks
- Footnotes & endnotes
- Citations & bibliographies

SECTIONS & COLUMNS

- Using sections
- Inserting a section break
- Using columns

HEADERS & FOOTERS

- Advanced headers & footers
- Advanced page numbering

CREATING PUBLICATIONS

- Creating a newsletter
- Using multiple columns
- Creating a trifold brochure
- Using text boxes
- Creating a poster

FIELD CODES

- Discovering fields
- Insert a field code
- Fields to get information into a document

WORD FORMS

- Using form fields
- Using content controls
- Securing forms

DOCUMENT PROTECTION

- Restrict format & editing
- The document inspector

TEMPLATES

- Overview of templates
- The normal template
- Creating & using templates

REVIEWING A DOCUMENT

- Track changes
- Document review cycle
- Compare & combine documents

MAIL MERGE

- Creating letters & envelopes

MACROS

- Recording a macro
- Running a macro
- Security
- The VB Editor
- Macros, ribbons & menus

MICROSOFT WORD 2016 ADVANCED

COURSE LENGTH

Recommended course duration is 2 days, typically 8:30am – 4:30pm each day.

AIM

This course has been designed to allow participants to gain:

- an understanding of advanced Word tasks
- confidence with using styles and formatting in Word
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is an advanced level course and assumes a sound knowledge of Microsoft Word. It is suitable for participants who:

- want to enhance their Word skills
- want to learn advanced tasks like creating forms, recording macros and working with templates
- want to learn how to use Word styles to create professional looking documents
- want to learn how to use Word to do a mail merge
- want to understand how to work with images in Word
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- create professional, styled documents containing section breaks, columns and outline numbering
- create hyperlinks, bookmarks and a table of contents
- create a fillable form in Word
- complete a mail merge in Word
- create various publications containing text, images and other graphical elements
- record and run simple macros

ABOUT US

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www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870