



Microsoft Word 2007-2019/365

Level 3: Advanced Techniques

1 Day Course

Training at Your Office

COURSE DESCRIPTION

Whether you're working on a five-page flyer or a 500-page manual, this course will give you the skills to quickly and easily format your work.

You will learn how to create forms, create templates and work with graphics, as well as using references such as creating a table of contents and more.

Course Prerequisite: understanding of Word Introduction and Intermediate topics.

COURSE TOPICS

Styles

- Why Use Styles / Style Types
- Applying Styles to Text
- The "Normal" Style
- Applying "Style Sets" to a Document
- Creating Styles / Modifying Styles
- The Apply Styles Task Pane
- Style Options
- Clearing a Style from Text
- Deleting Styles
- The Styles Pane & Organizer
- Formatting without Styles

Themes

- Selecting Themes
- Modifying Themes
- Creating your own Themes

Drawing Tools

- Adding Lines, Squares, Circles, AutoShapes, etc.
- Moving/Sizing/Adding Text
- Formatting Shapes
- Using WordArt

Creating an Index

- Marking Entries
- Creating the Index

Using Footnotes & Endnotes

Graphics

- Inserting Pictures & ClipArt
- Moving, Sizing and Rotating
- Text Wrapping Options
- Cropping Graphics
- Colour Corrections
- Adding Borders
- Adding Graphics to AutoCorrect
- The Format Picture Toolbar
- Positioning Pictures w/Text

Bookmarks

- Inserting Bookmarks
- Jumping to Bookmarks
- Displaying Bookmarks

Cross-referencing ("see page x")

- Using Bookmarks, Heading or Captions
- Inserting References
- Updating References as the document changes

Tables of Contents

- Quick Tables
- The Table of Contents Dialog Box
- Using your own Styles
- Modifying Table of Contents Styles
- Updating a Table of Contents

Tracking Changes & Combining Documents

- Comparing Documents
- How Changes are Shown
- Accepting or Rejecting Changes
- Change the Display of Revisions
- Track Changes Options
- Track Changes in a Single Document
- Combining Multiple Revised Documents into One Document

Templates

- Creating & Using Templates
- Setting the File Location for Your Templates
- Protecting Template Sections

Forms

- Designing a Form
- Plain Text and Rich Text Fields
- Combo Boxes and Drop-Down Lists
- Legacy Form Fields
- Performing Calculations
- Check Box Fields
- Date Picker Fields
- Building Block Gallery Fields/QuickParts
- Protecting a Document
- Grouping the Document
- Using the Form



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