

Word Advanced

Course Outline

Duration: 1 Day

Revision

The Layout of Word

Typing, navigating and editing documents

Formatting text

Using AutoText and AutoCorrect

Paragraph formatting

Section Breaks

Understanding section breaks

Creating a new section

Deleting section breaks

Printing sections

Headers and footers

Creating a different Header or Footer for the first page

Changing the page number format and starting page number

Creating a different header/footer for each section

Tracking changes (Marking Up)

Track Changes

Viewing the tracked document

Reviewing, accepting or rejecting tracked changes

Tracking changes by comparing documents

Copy a tracked document into another word document whilst retaining the tracking

Fields

Fields

Inserting (and updating) a field

Some useful fields (and shortcut keys)

Viewing field codes/field results

Editing (and moving to) fields

Protecting your fields

A summary of speed keys for working with fields

Bookmarks

Bookmarks - an overview

Inserting, jumping to, moving and deleting bookmarks

Styles

Styles - an overview

Viewing existing styles

Applying existing styles

Modifying a style

Creating your own styles

Deleting a style

To change the style for the following paragraph

To use the Replace command to find and replace styles

Cross-referencing

Cross-reference - an overview

Creating cross-references

Updating cross-references

Footnotes

Footnotes - an overview

Moving to footnotes and endnotes

Viewing footnotes

Editing footnotes/endnotes

Table of Contents

Creating a Table of contents

Editing the style of the table of contents

Updating a table of contents

Numbering

Working with numbering

Applying multi-level numbering

Macros

Recording a Macro

Running a Macro

Customising Toolbars

Creating a toolbar

Adding buttons to a toolbar