



WORD ADVANCED

Course length: 1 day (6 hours)

Overview: This course rounds out the Microsoft Word training with emphasis on more advanced features, such as illustrations and graphics, proofing documents, as well as adding footnotes, endnotes, and a table of contents. You'll also see how to do mail merge, create and use templates, and protect your documents.

Prerequisites: Introductory and Intermediate classes or equivalent experience.

Class Fee: \$219

*This class can be taken individually or as part of our **class package deal**. Call us for more details!*

COURSE OUTLINE

Inserting and Formatting Pictures in a Document

- Inserting Pictures
- Formatting Pictures
- Applying a Picture Style to a Picture
- Converting a Picture to a SmartArt Graphic
- Adjusting a Picture's Brightness, Contrast, and Color and Adding Artistic Effects
- Removing Backgrounds
- Arranging Text Around a Picture
- Inserting a Screenshot or Screen Clipping

Inserting and Formatting Shapes, WordArt, and SmartArt

- Inserting Shapes
- Grouping Shapes into a Single Drawing
- Adding Text and a Caption to a Shape
- Formatting Shapes
- Inserting WordArt
- Using SmartArt Graphics

Inserting and Formatting Clip Art

- Inserting, Resizing, and Adding a Caption to a Clip Art
- Formatting Clip Art
- Organizing Clip Art

Compressing and Resetting Images

- Compressing Images
- Resetting an Image

Making Text Graphically Appealing

- Creating a Drop Cap
- Creating a Pull Quote

Applying and Manipulating Text Boxes

- Inserting a Text Box
- Formatting a Text Box
- Saving a Selection to the Text Box Gallery

Validating Content by Using Spelling and Grammar Checking Options

- Using the Spelling and Grammar Feature
- Changing the Grammar Settings

Configuring AutoCorrect Settings

Inserting and Modifying Comments in a Document

- Inserting, Editing, and Deleting a Comment
- Viewing Comments
- Viewing Comments Inline and as Balloons and Hiding and Showing Reviewer Comments
- Displaying the Reviewing Pane

Understanding Hyperlinks

- Applying a Hyperlink
- Removing a Hyperlink and Screen Tip
- Adding a Bookmark
- Adding an Email as a Hyperlink

Creating Footnotes and Endnotes

- Creating Footnotes in a Document
- Formatting Footnotes and Endnotes
- Converting Footnotes and Endnotes

Creating a Table of Contents

- Creating a Table of Contents from Heading Styles
- Formatting a Table of Contents
- Modifying a Table of Contents
- Adding Selected Text to a Table of Contents
- Updating a Table of Contents
- Removing a Table of Contents

Setting Up Mail Merge

- Setting Up a Main Document Using the Mail Merge Wizard
- Setting Up a Main Document Manually

Executing Mail Merge

Arranging Document Views

- Working with a Master and Subdocuments
- Saving the Master Document
- Creating Subdocuments
- Saving Subdocuments
- Expanding and Collapsing Subdocuments
- Promoting and Demoting Subdocuments
- Reorganizing Subdocuments
- Editing an Individual Subdocument

Working with Templates

- Locating a Template Installed on Your Computer
- Finding Templates on the Internet

Protecting a Document

- Setting an Access Password for a Document
- Protecting a Document as Read Only

Applying Protection Using the Ribbon

- Opening Documents in Protected View

Managing Document Versions

- Restoring an Earlier Version of Your Document
- Recovering Unsaved Documents

Sharing Documents

- Using the Document Inspector
- Checking Accessibility
- Checking Compatibility
- Sending Documents
- Register and Publish a Blog Post
- Using Advanced Options