COURSE SYLLABUS

Microsoft Word Level II (Self-Paced)

Advanced Word: automation, custom styles and templates, reference tables, and long-document management.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/word-level-ii-self-paced



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Course Outline

Working with Themes

- Apply a Theme
- Change Theme Colors
- Change Theme Font
- Modify a Theme

Building Blocks

- Insert Building Blocks
- Save AutoText
- Insert AutoText
- Insert Graphics/Shapes as AutoText
- Fields
- Insert Document Property
- Insert a Field
- View/Edit a Building Block

Pagination Options

- Pagination
- Widow/Orphan Control
- Keep with Next
- Keep Lines Together
- Page Break Before

Text Boxes

- Insert a Text Box
- Linking Text Boxes

Document References

- Insert a Caption
- Insert a Cross Reference
- Insert a Footnote
- Enter Sources
- Insert a Citation
- Manage Sources
- Works Cited, References, or Bibliographies
- Insert a Reference Page
- Mark an Index Entry
- Insert an Index

Using Mail Merge

- Start Mail Merge
- Choose Recipients
- Insert an address block
- Preview Results
- Finish and Merge
- Step-by-Step Mail Merge Wizard

Mark Up a Document

- Enable Track Changes
- Display for Review
- Show Markup

Review Markups

- Reviewing Pane
- Accept Change
- Reject Change
- Compare Documents
- Combine Revisions from Separate Documents

Picture Tools

- Text Wrapping Options
- Square Text Wrapping
- Top and Bottom Text Wrap
- Behind Text Wrap
- Transparency
- Remove Background
- WordArt
- SmartArt

Form Controls

- Create a Form
- Enable the Developer tab
- Insert a Check box field
- Insert a Combo box field

- Form Field Options

Protecting Documents

- Open in Read-Only
- Enable Document Password