



## Course Outline

# Microsoft Word Advanced

Microsoft Word Advanced is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, track changes, fields and much more.

At the completion of this course you should be able to:

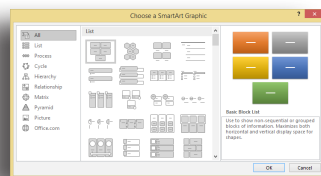
- create and work with SmartArt
- create and work with a table of contents
- insert and edit footnotes and endnotes
- create and work with an index in a document
- work with document properties
- understand, insert and work with fields in a document
- work with custom dictionaries
- use a range of document proofing features
- understand and use the tracking feature in Word
- compare multiple versions of the same document
- create and remove protection for your document
- use the features of Word to work collaboratively with others

Microsoft Word Advanced assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Contents

#### SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing the SmartArt Style
- Changing SmartArt Colours
- Changing a SmartArt Layout
- Adding More Shapes to SmartArt
- Resizing SmartArt



#### Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating With a Table of Contents
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents

#### Footnotes and Endnotes

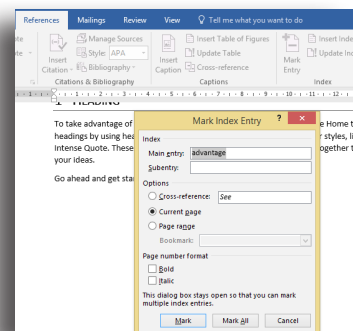
- Understanding Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes

#### Locating Footnotes and Endnotes

- The Footnote and Endnote Dialog Box
- Changing the Number Format
- Converting Footnotes and Endnotes
- Deleting Footnotes and Endnotes

#### Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries With an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index

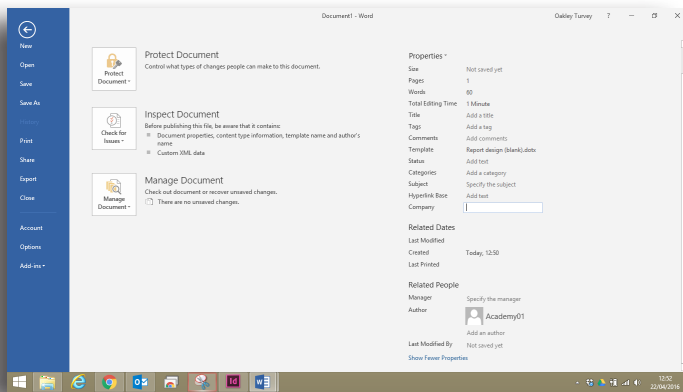


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## Document Properties

- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into a Document
- Updating Document Properties
- Deleting Document Property Data
- Removing Personal Information

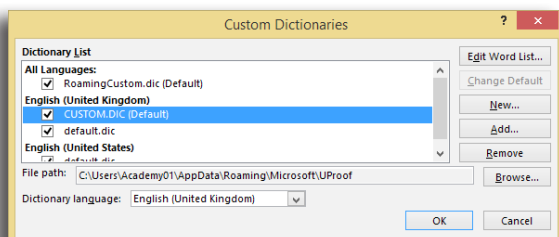


## Fields

- Understanding Fields
- The Field Dialog Box
- Inserting a Document Information Field
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- Inserting Formula Fields
- Inserting a Date and Time Field
- Updating Fields Automatically When Printing
- Locking and Unlocking Fields
- Applying a Number Format

## Custom Dictionaries

- Understanding Custom Dictionaries
- Adding Words to the Custom Dictionary
- Adding Words to the Custom Dictionary File
- Deleting Words From the Custom Dictionary
- Creating a Custom Dictionary
- Changing the Default Custom Dictionary
- Disabling and Enabling a Custom Dictionary
- Removing a Custom Dictionary



## Document Proofing Features

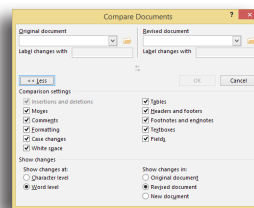
- Proofreading Your Document
- Using Proofreading Marks
- Disabling the Spelling and Grammar Checker
- Customising the Spelling Checker
- Customising the Grammar Checker
- Using the Thesaurus
- Setting a Different Proofing Language
- Translating Selected Text
- Setting the Default Language

## Tracking Changes

- Understanding Tracking Changes
- Enabling and Disabling Tracked Changes
- Switching Between Simple Markup and All Markup
- Using Comments in Tracked Changes
- Showing and Hiding Markup
- Showing Revisions Inline and in Balloons
- Advanced Tracking Options
- Accepting and Rejecting Changes

## Comparing Documents

- Understanding Document Comparisons
- Selecting Documents to Compare
- Accepting and Rejecting Changes
- Saving the Revised Document



## Protecting Documents

- Understanding Document Protection
- Making a Document Read Only
- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying an Open Document Password
- Applying a Modify Document Password

## Working Collaboratively

- Co-Authoring Documents
- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents