

Microsoft Word 2013
Level 3 Training

Overview:

Microsoft Word 2013 – Level 3 is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

Learning Outcomes:

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

- create and work with **SmartArt**
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks and cross references
- use **AutoCorrect** to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- use the features of **Word** to work collaboratively with others
- understand and use the tracking feature in **Word**
- compare multiple versions of the same document
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms in **Word**
- create and work with macros

Prerequisites:

Microsoft Word 2013 – Level 3 assumes an intermediate understanding of Microsoft Word and the creation of documents. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.



computer training options

Microsoft Word 2013 Level 3 Training

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

Longer Documents

- 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
- 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

Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating A Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document

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
- Changing The Default Custom Dictionary
- Disabling And Enabling A Custom Dictionary
- Removing A Custom Dictionary

Bookmarks and Cross References

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Creating Cross-References
- Deleting Cross-References

AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat As You Type

Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting A Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling The Spelling & 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
- 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

Working Collaboratively

- Co-Authoring Documents
- Saving To SkyDrive
- Sharing Documents
- Opening Shared Documents
- Inserting Comments
- Working With Comments
- Printing Comments

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

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computer training options

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
- Understanding Interactive Fields
- Inserting A FILLIN Field
- Typing Field Codes Into A Document
- Activating Interactive Fields
- Inserting An ASK Field
- Using REF To Display Bookmarks
- Activating Fields Automatically

Electronic Forms

- Understanding Electronic Forms In Word
- Creating The Form Layout
- Understanding Content Controls
- Displaying The Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting The Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting A Combo Box Control
- Inserting A Drop-Down List Control
- Protecting And Saving The Form
- Using An Electronic Form
- Editing A Protected Form

Macros

- Understanding Macros In Word
- Setting Macro Security
- Saving A Document As Macro-Enabled
- Recording A Macro
- Running A Macro
- Assigning A Macro To The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Editing A Macro
- Creating A MacroButton Field
- Copying A Macro
- Deleting A Macro
- Tips For Developing Macros

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