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Microsoft Word 2016 **Level 3 Training**

Overview & Learning Outcomes

Microsoft Word 2016 - Level 3 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, master documents, interactive fields and much more.

Upon successful completion of this course you should be able to:

- create and work with **SmartArt**
- create and work with a table of contents
- create and work with an index in a document
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks
- create and delete cross references
- use **AutoCorrect** to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- work with custom dictionaries
- use the features of **Word** to work collaboratively with others
- use reviewing and commenting tools when editing documents
- understand and use the tracking feature in **Word**
- compare multiple versions of the same document
- create and remove protection for your document
- work with a **PDF** document
- understand, insert and work with fields in a document
- create and use interactive fields
- create and work with electronic forms in **Word**
- create and work with macros

Prerequisites

Microsoft Word 2016 - Level 3 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.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Word 2016 **Level 3 Training Course Outline**

SmartArt

Understanding SmartArt
Inserting a SmartArt graphic
Inserting text
Indenting text
Changing the SmartArt style
Changing the 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

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

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

Bookmarks

Creating bookmarks
Navigating with bookmarks
Deleting bookmarks

Cross Referencing

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

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- 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 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

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

Working Collaboratively

- Co-authoring documents
- Saving to OneDrive
- Sharing documents
- Opening shared documents

Document Commenting

- 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

Working With PDF Documents

- Understanding PDF documents
- Saving a document as a PDF
- Viewing a PDF file in reader
- Opening and editing a PDF in Word

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

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Locking and unlocking fields
Applying a number format

Interactive Fields

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 form 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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