

Word 365 for Advanced Users



A one day course for people highly experienced with Microsoft Word

Prerequisites

This course assumes the students to have completed the preceding Levels, or have equivalent knowledge.

Chapter -1 - Word New Features

- Course Prerequisite
- Read Mode
- Object Zoom
- Resume Reading
- Expand and Collapse
- Edit PDF Documents
- Enhanced Collaboration
- Ink Equations

Chapter 2 - Bookmarks and Cross Referencing

- Location Bookmarks
- Navigate using Bookmarks
- Item Bookmarks
- Cross referencing using the REF field
- PAGEREF fields
- ASK fields
- REF the ASK field

Chapter 3 - Mail Merge

- What is Mail Merge?
- Start the Mail Merge
- Create a New List
- Modify the Fields
- Populate and Save the List
- Edit the List
- Add Merge Fields to the Document
- Preview the Merge
- Exclude a Record
- Complete the Merge
- Connect to an External Data Source
- Filter A List
- Edit the Filter
- Add Fields, Preview and Merge Again
- Merge Labels
- Connect, Add Fields and Preview Again
- Mail Merge Formatting Switches
- Merge to Email

Chapter 4 - Tables of Contents and Figures

- Table of Contents using Styles
- Create a Customised TOC
- Formatting the TOC
- Create a TOC using TC fields
- Create a Table of Figures
- Navigating using the TOC and TOF
- Update the TOC or TOF

Chapter 5 - Create an Index

- Mark a Main Entry
- Create the Index
- Mark a Subentry
- Update the Index
- Cross-Referencing

Chapter 6 - Footnotes and Citations

- Footnotes and Endnotes
- Add a New Source
- Add a Citation from an Existing Source
- Use Researcher
- Change the Style of Citation
- Insert Bibliography/Works Cited
- The Source Manager

Chapter 7 - Track Changes

- Change the User Name
- Enable Track Changes
- Display For Review
- Balloons and Inline
- Add a Comment
- Navigate Comments
- Turn off Format Tracking
- Show Changes by a Particular Reviewer
- Display Original and Final Versions
- Accept and Reject Changes
- Compare Two Versions
- Display the Source Documents
- Combine Two Revised Documents