

Course Outline

Word

Word Level 1

Aimed at the novice user who needs to know the basics of word processing & text formatting

Word Level 2

Aimed at anyone who is familiar with the essentials of word processing & needs to use Styles, Templates & Tables

Word Level 3

Aimed at the experienced user who needs to create easy Proposals & Reports with Styles, Columns, Macros & Fields

VBA for Word

Aimed at anyone who wants to create & edit Macros & use VBA to create Functions, Custom Forms & more!

Microsoft Word 2013 Level 3 – Creating Easy Proposals, Reports & Business Documents

General Description

The skills and knowledge acquired in Microsoft Word 2013 - Level 3 are sufficient to be able to use and operate the software effectively.

Outcomes

At the completion of this course participants will be able to:

- create and work with SmartArt
- create and work with tables of contents and indexes in long documents
- insert and edit footnotes and endnotes
- create and work with master documents
- use AutoCorrect to automatically correct commonly-misspelled and mistyped words and phrases
- create and use building blocks
- 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 several forms of 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

Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.



 **1300 86 87246**

1300 TO TRAIN

Course Outline

➤ SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before And After
- Adding An Assistant
- Promoting And Demoting Positions
- Switching SmartArt Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Applying A Different Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

➤ 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

➤ 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

➤ 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

➤ 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 Building Blocks
- 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

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

➤ 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
- Restricting Permissions By People
- Adding A Digital Signature To A Document

➤ Fields

- Understanding Fields
- The Field Dialog Box
- Inserting A Document Information
- Field

Course Outline

- 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
 - Editing A Protected Form
 - Deleting A Macro
 - Tips For Developing Macros
- **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
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