



Word Advanced

Course Outline

Course Objective

This course covers the more advanced features of Microsoft Word. Topics include document management, forms and fields, sources, and macros. Upon completion of this course you should be able to sit for the Microsoft Office Specialist Exam.

Agenda

1. Advanced formatting
 - a. Tables and charts
 - b. Creating building blocks
 - c. Linking text
2. Advanced document management
 - a. Configuring Word options
 - b. Working with templates
 - c. Tracking and reviewing changes
3. Using references
 - a. Internal references
 - b. Indexing
 - c. Citing external sources

4. Creating mailings
 - a. Recipient lists
 - b. Performing mail merges
 - c. Envelopes and labels

5. Macros and forms
 - a. Macros
 - b. Forms

6. Internationalization and accessibility
 - a. Internationalization
 - b. Managing accessibility in documents

Course Length: 1 Day

Prerequisite: Microsoft Word Intermediate Skills