

FlexiCoach

Software Coaching and Consulting

Microsoft Word Advanced

This course focuses on the advanced features of Word such as Create a Table of Contents, Create and Use and Index. Cross Referencing a document. This also covers collaboration for multiple authors, in reviewing and finalizing a document. This also cover working with Master and Sub Documents as well Understanding and working with fields in a document.

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

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

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
- 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
- Deleting Words From the Custom Dictionary
- Creating a Custom Dictionary
- Changing the Default Custom Dictionary
- Disable and Enable a Custom Dictionary
- Removing a Custom Dictionary

Working Collaboratively

- Co-Authoring Documents
- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents

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
- Open and Modify Restrictions

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 Document Information
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- Inserting Formula Fields
- Inserting a Date and Time Field
- Update Fields Automatically
- 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

- Electronic Forms in Word
- Creating the Form Layout
- Understanding Content Controls

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Master Documents cont...

Deleting Subdocuments
Building a Table of Contents
Printing a Master Document

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 & Deleting Cross-References

Document Commenting

Inserting Comments
Working With Comments
Printing Comments
Tracking Changes
Tracking Changes for Reviewing'
Simple Markup and All Markup
Using Comments in Tracked Changes

Showing and Hiding Markup

Revisions Inline and in Balloons

Advanced Tracking Options

Accepting and Rejecting Changes

Comparing Documents

Comapring Documents
Selecting Documents to Compare
Accepting and Rejecting Changes
Saving the Revised Document

Electronic Forms cont...

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 MacroEnabled
Record & Run a Macro
Editing, Copying & Deleting a Macro

RELATED COURSES

Word Essentials | Word Intermediate | Publisher Designer | PowerPoint Designer



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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Or submit a request via our website:

www.flexicoach.com.au