

THE IN-HOUSE TRAINING COMPANY

Word – advanced

Overview

This one-day workshop is designed to help users work with advanced features within Word. It includes hands-on exercises to help make complex documents more manageable. Participants will learn how to share and collaborate on documents and track document changes.

Learning objectives

This course will help participants:

- Add document links to files, websites, bookmarks and headings
- Create and revise footnotes and endnotes
- Use cross-referencing
- Insert and mark a document index
- Use comments within a document
- Create and edit document templates
- Set up picture and table captioning
- Work with tracked changes, including viewing, accepting and rejecting changes
- Use tables of contents
- Transfer styles across files using styles organiser
- Protect and restrict the opening and editing of documents
- Work with document themes
- Work with subdocuments
- Use ribbon buttons and groups

Prerequisites

- Participants need to be familiar with the 'Word – intermediate' content before attending this course
- Designed for Office 365, versions: 2016, 2013 and 2010

Course format

A very practical, interactive one-day session for a maximum group size of 12. Comprehensive materials provided.

Workshop outline

1 Adding document links

- Adding links to a document
- Linking to files, websites and email
- Adding and linking to bookmarks
- Linking to document headings

2 Captioning and cross-referencing

- Inserting picture and table captions
- Creating and updating a table of figures
- Adding and revising endnotes and footnotes
- Understanding cross-reference types
- Creating a cross-reference
- Marking and inserting a document index

3 Collaborating on documents

- Inserting and viewing documents
- Navigating through comments
- Replying to a comment
- Printing comments

4 Tracking changes

- Using tracking changes within a document
- Choosing how to view document revisions
- Accepting and rejecting changes

5 Comparing documents

- Comparing two documents
- Combining changes into a single document
- Accepting and rejecting changes

6 Protecting a document

- Restricting opening or editing of documents
- Defining regions for editing
- Restricting document formatting

7 Outline view

- Collapsing paragraphs with heading styles
- Managing files with subdocuments
- Editing and locking subdocuments
- Sharing subdocuments

8 Document themes

- Standardise document formatting with themes
- Using a theme to match corporate branding
- Transferring themes across files

9 Creating templates

- Creating and editing document templates
- Adding font and heading styles to templates
- Defining file locations for shared templates
- Copying styles across templates and files

10 Customising the ribbon

- Customising ribbon buttons
- Adding new ribbons
- Adding buttons to ribbon groups

Any questions?

Please just give us a call on 01582 463463 – we're here to help!

Or visit www.theinhousetrainingcompany.com