

Microsoft Word - Advanced

Detailed Content

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

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

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

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

Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

Cross Referencing

- Creating Cross-References
- Deleting Cross-References

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
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Saving Building Blocks to a Template
- AutoText versus Quick Parts

Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling the Spelling and 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

Working Collaboratively

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

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

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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

Fields

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

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

Macros

- Understanding Macros in Word
- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording a Macro
- Running a Macro
- Assigning a Macro to the Toolbar
- Assigning a Keyboard Shortcut to a Macro
- Editing a Macro
- Creating a Macro Button Field
- Copying a Macro
- Deleting a Macro
- Tips for Developing Macros