

Word

Advanced

Course Outline

Master Documents

- Creating a New Master Document
- Inserting Sub-Documents
- Unlinking or Removing a Sub-Documents
- Using Text Outline Options.

Tracking and Comments

- Tracking Changes.
- Accepting or Rejecting Changes.
- Comments.

Comparing and Combining Documents

- Comparing Documents.
- Combining Revisions.

Tables of Contents & Indexes

- Creating a Table of Contents.
- Updating a Table of Contents.
- Creating and Updating a Table of Figures.
- Marking an Index Entry.
- Marking an Index Sub-Entry.
- Compiling and Updating an Index.

Linking & Embedding

- Linking Data from a Document.
- Updating a Linked Document.
- Breaking the Link to a Document.
- Embedding Data Into a Document
- Editing Embedded Data.
- Deleting Embedded Data.

Hyperlinks

- Inserting Hyperlinks.
- Editing a Hyperlink.
- Removing a Hyperlink.

Macros

- Inserting Macros
- Assigning a Macro to a Button on a Toolbar.

Fields

- Inserting Fields
- Inserting Fill-In Fields.
- Deleting Fields.
- Updating, Locking and Unlocking Fields.
- Using the Sum Formula within a Table.

Forms

- Text Fields.
- Check Boxes.
- Drop-Down Menus.
- Protecting a Form.
- Password Protecting a Form.

Templates

- Creating and using a Word Template.
- Modifying a Word Template.

Mail Merging

- Editing and Sorting a Mail Merge List.
- Ask Fields and Bookmarks.
- Inserting Ask Fields.
- Inserting If...Then...Else... Fields.
- Using Merge Criteria in a Mail Merge.

Passwords & Editing Restrictions

- Adding and removing passwords.
- Allowing Only Tracked Changes or Comments.
- Marking a document as a Final Version.

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