

Course Overview:

This course is a continuation of the Word Intermediate and Advanced course. This course is especially designed for people who will be creating long documents, templates and forms. This course assumes you are already knowledgeable about the many advanced commands available in Word, especially the Styles command. The commands covered in this course will further enhance your productivity and help you create professional looking documents in Microsoft Word 2016/19.

Course Content:

Advanced Styles

- Review how to create, apply, modify and copy styles to eliminate repetitive formatting and ensure you have consistent looking documents.
- Use the new expand and collapse feature in a long document using Heading Styles.
- Learn how to go beyond the basics of creating styles and specify that one paragraph style follow another, create a shortcut key for your style and also create a table style.
- Restrict the styles that can be applied to a document.
- Easily align objects in your Word 2016/19 document.
- Learn how to anchor the graphics to a specific paragraph.
- Insert an online video in your Word 2016/19 document.

Macros

- Create a macro to eliminate repetitive actions.
- Run a macro.
- Create a keyboard equivalent and toolbar button for your macro.

Templates

- Save a document as a template.
- Access a copy of the template file.

Fill-in Fields

- Create a fill-in field to ensure you always place data in the correct place in your template.
- Create a new document using the fill-in fields.

Create a Form

- Create a form that can be filled in online using checkboxes, text boxes and drop-down lists.
- Format and protect the form.
- Save the form as a template and fill out the form on the screen.

Referencing

- Insert footnotes and endnotes.
- Add a bookmark.
- Add a cross-reference to an item that appears in another location in a document.
- Add a hyperlink to an item in your document, another document and specifically to a bookmark or another Office application.

Multiple Columns and Graphics

- Create newspaper columns where text flows continuously from the bottom of one column to the top of the next column.
- Add column breaks and continuous breaks to ensure that columns are balanced.
- Insert graphics and wrap text around the graphics.