

Course Overview

In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn how to create and format tables, sort information in a document alphabetically, generate form letters and create paragraph styles for commonly used paragraph formats. You will also learn how to create and use templates, create documents using Wizards, and format a document for multiple columns. You will learn how to manage long documents, collaborate with others, and secure documents. You will learn how to link Word information to other programs such as Excel and PowerPoint. You will learn how to collaborate with others using Word's tools for sending documents to others for review, adding comments, comparing document changes, merging document changes, and reviewing tracked changes. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, cross-references, citations and bibliographies. You will also learn how to add a table of contents, an index, a table of figures, a table of authorities, and how to create a master document. The security features you will learn include updating a document's properties, hiding text, saving a document without personal information embedded, limiting formatting restrictions, adding a digital signature, and setting a password for a document. You will also learn how to create forms in Word for others to complete electronically. This will include adding form fields, protecting a form, saving form data as plain text, and automating a form.

Courses in the Microsoft Word Series

Word Level 1
- 1 day -

Word Level 2 & 3
- 2 days -

Course Preparation

Prerequisite Course: *Word Level 1* or equivalent experience.

You should come to this class with a working knowledge of creating and saving basic documents, selecting text, copying and moving text, formatting text using the toolbars, and printing.

Course Topics

Working with Tables

- Creating a Table by Inserting
- Moving within a Table
- Selecting Cells in a Table
- Entering Data in a Table
- Inserting a Column in a Table
- Creating a Table by Drawing
- Erasing a Column Border
- Adjusting Column Widths using the Menus
- Adjusting the Space Between Columns
- Adjusting Column Widths using the Mouse
- Inserting Rows in a Table
- Deleting Rows in a Table
- Changing Horizontal Cell Alignment
- Formatting Text in a Table
- Merging Cells in a Table
- Centering Cell Data Horizontally and Vertically
- Adjusting the Space Between Rows
- Changing Row Height
- Modifying the Borders of a Table
- Resizing a Table
- Changing Table Alignment
- Adding a Formula

Merging Documents

- Creating a Main Document
- Inserting the Current Date
- Specifying a Main Document
- Creating a Data Source
- The Database Toolbar
- Switching to the Main Document
- Inserting Merge Fields into the Main Document
- Checking the Merge Documents for Errors
- Merging the Main Document and Data Source
- Printing the Merged Document

Sorting Information

- Sorting a Table based on a Text Column
- Sorting a Table based on a Number Column
- Sorting a Table based on a Date Column
- Sorting Selected Columns Only

Using Templates and Wizards

- Previewing Templates
- Using a Template to Create a Document
- Modifying a Template
- Creating a Template
- Creating a Document from a Custom Template
- Using a Wizard to Create a Document

--continued on the next page--

Rev 6/3/09

Creating Paragraph Styles

- New Style Fundamentals
- Automatic Formatting Styles
- Turning Off Automatic Styles
- Determining the Current Style
- Creating a New Style using the Menus
- Creating a New Style using the Toolbar
- Applying a Style using the Toolbar
- Creating a List Style
- Modifying a Style
- Applying a Style using Shortcut Keys
- Deleting a Style in the Style Dialog Box

Working with Newspaper Style Columns

- Formatting a Document for Newspaper Style Columns
- Adjusting Column Widths and Spacing
- Spanning a Heading across Columns
- Keeping the Lines of a Paragraph Together
- Keeping two Paragraphs Together
- Inserting a Column Break

Using Microsoft Office Word with Other Programs

- Linking to a Microsoft® Office Excel Worksheet
- Linking a Chart to Excel Data
- Sending a Document Outline to PowerPoint
- Extracting Text from a Fax
- Saving a Document as a Different File Format
- Looking Up Information Using Research Sites
- Sending a Document as an Email Attachment

Collaborating on Documents

- Modifying User Information
- Creating a New Version of a Document
- Deleting Old Versions
- Sending a Document for Review
- Using Comments
- Comparing Document Changes
- Merging Document Changes
- Reviewing a Document

Adding Reference Marks and Notes

- Inserting Bookmarks
- Inserting Footnotes and Endnotes
- Adding Captions
- Inserting Cross-references

Making Long Documents Easier to Use

- Marking Text for Indexing
- Inserting an Index
- Inserting a Table of Figures
- Marking Text for a Table of Authorities
- Inserting a Table of Authorities
- Inserting a Table of Contents
- Creating a Master Document
- Automatically Summarizing a Document

Securing a Document

- Updating a Document's Properties
- Saving a Document without Personal Information
- Hiding Text
- Limiting Formatting Choices in a Document
- Selecting Regions of a Document that Can Be Modified
- Adding a Digital Signature to a Document
- Requiring a Password to Open a Document

Creating Forms

- Adding Form Fields to a Document
- Protecting a Form
- Saving Form Data as Plain Text
- Automating a Form

Rev 6/3/09