

Advanced Ms. Word



Course Overview:

This module is a high-level certification program through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. Completion of this module will enable candidates to demonstrate professionalism and save time in the creation, production, review, and distribution of documents

Course Objectives

1. Apply advanced text, paragraph, column and table formatting.
2. Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references
3. Enhance productivity by using fields, forms and templates
4. Apply advanced mail merge techniques and work with automation features like macros
5. Use linking and embedding features to integrate data
6. Collaborate on and review documents. Work with master documents and subdocuments.

Course Duration: 20 Hours

Course Outline:

1. Formatting

- a. Text formatting
 - i. Text wrapping options for graphics , tables within Microsoft Word
 - ii. Advanced find and replace options
 - iii. 'Paste Special' options
- b. Paragraph formatting
 - i. Line spacing options including 'at least'/'exactly'/'fixed'
 - ii. Applying and removing paragraph pagination options.
 - iii. Applying and modifying outline numbering within multi-level lists.
- c. Style formatting
 - i. Creating , modifyin, updating a character style
- d. Column formatting
 - i. Applying multiple column layouts.
 - ii. Changing number of columns within a column layout.
 - iii. Changing column widths and spacing
 - iv. Inserting , Removing lines between columns

- v. Inserting column breaks.
- e. Table formatting
 - i. Applying AutoFormatting to a table
 - ii. Merging , Splitting cells within a table.
 - iii. Adjusting cell margins, alignment, and text direction.
 - iv. Automatically repeating heading row(s) at the top of each page.
 - v. Allowing row(s) to break across pages.
 - vi. Preventing row(s) from breaking across pages.
 - vii. Sorting data by multiple columns at the same time.
 - viii. Converting delimited text to a table.
 - ix. Converting a table to text.

2. Referencing

- a. Captions, footnotes and endnotes
 - i. Adding a caption to a graphical object or table.
 - ii. Adding caption labels.
 - iii. Changing the caption number format.
 - iv. Inserting , Modifying footnotes.
 - v. Inserting, Modifying endnotes.
 - vi. Converting a footnote to an endnote.
 - vii. Converting an endnote to a footnote.
- b. Reference tables and indexes
 - i. Creating a table of contents based on specified heading styles
 - ii. Updating a table of contents based on specified heading styles
 - iii. Creating a table of figures based on specified styles
 - iv. Updating a table of figures based on specified styles
 - v. Marking an index main entry
 - vi. Marking an index subentry
 - vii. Deleting a marked index entry
 - viii. Creating an index based on marked index entries.
 - ix. Updating an index based on marked index entries
- c. Bookmarks and cross-references
 - i. Adding, deleting a bookmark.
 - ii. Creating a cross-reference to a (numbered item, a heading, a bookmark, a figure, a table)
 - iii. Deleting a cross-reference
 - iv. Adding a cross-reference to an index entry.

3. Enhancing productivity

- a. Using fields

- i. Inserting fields such as the (author, file name & path)
 - ii. Inserting fields such as fill-in fields.
 - iii. Deleting fields such as author, file name and path, file size or fill-in fields.
 - iv. Inserting a sum formula field code within a table.
 - v. Changing the number formatting used by a field.
 - vi. Locking a field.
 - vii. Unlocking a field.
 - viii. Updating a field.
- b. Forms and templates
- i. Creating a form using form field options for text fields
 - ii. Creating a form using form field options for check boxes
 - iii. Creating a form using form field options for drop-down menus
 - iv. Modifying field options applicable to text fields
 - v. Modifying field options applicable to check boxes
 - vi. Modifying field options applicable to drop-down menus
 - vii. Adding help text to a form field that is visible on status bar.
 - viii. Adding help text to a form field that is activated by FHelp key
 - ix. Protecting a form.
 - x. Un-protecting a form.
 - xi. Modifying a template.
- c. Mail merge
- i. Editing a mail merge recipient list
 - ii. Sorting a mail merge recipient list
 - iii. Inserting ask, if...then...else... fields.
 - iv. Merging a document with a recipient list using given merge criteria.
- d. Linking and embedding
- i. Inserting, Editing, Removing a hyperlink
 - ii. Linking data from a document and displaying the linked object as an icon.
 - iii. Linking data from an application and displaying the linked object as an icon.
 - iv. Updating links.
 - v. Breaking links.
 - vi. Embedding data into a document as an object.
 - vii. Editing , Deleting embedded data.
- e. Automation options
- i. Applying, Creating, Modifyig, Deleting automatic text formatting options.
 - ii. Creating Modifying automatic text entries
 - iii. Inserting and deleting automatic text entries
 - iv. Recording a simple macro such as changing page set-up.

- v. Recording a simple macro such as inserting a table with a repeating heading row
- vi. Recording a simple macro such as inserting fields in document header or footer.
- vii. Running a macro.
- viii. Assigning a macro to a custom button on a toolbar.

4. Collaborative editing

a. Tracking and reviewing

- i. Turning tracking of changes on or off.
- ii. Tracking changes within a document using a specified display view.
- iii. Accepting or rejecting changes within a document.
- iv. Inserting , Editing, Deleting, Showing, Hiding comments

b. Master documents

- i. Creating a new master document by creating sub documents from headings.
- ii. Inserting a subdocument within a master document.
- iii. Removing a subdocument from a master document.
- iv. Using text outline options such as promote, demote, expand, collapse, move up and move down.

c. Security

5. Preparing outputs

a. Sections

- i. Creating , Modify , Deleting section breaks within a document
- ii. Changing page orientation for sections within a document.
- iii. Changing page vertical alignment for sections within a document.
- iv. Changing margins for sections within a document.

b. Document set-up

- i. Applying different headers and footers to sections
- ii. Applying different headers and footers to the first page
- iii. Applying different headers and footers to odd and even pages within a document.
- iv. Adding, Modifying, removing a watermark to a document