



## Advanced Features of Microsoft Word

**Duration:** 12 hour(s)

**Level:** Advanced

**Target Audience** Basic to intermediate Ms Word users who have to prepare advanced and professional documents

**Prerequisites** Basic to intermediate knowledge of Microsoft Word

### About this course

This course gives you the tools to create, manage, revised and distribute long documents and forms.

### Course Content

#### Part1: Mail Merge

- Form Letters
  - Inserting a field
  - Modifying a date field
  - Specifying a starting documents and recipient list
  - Customizing a form letter
  - Merging recipient list data with a form letter
- Data sources for the recipients list
  - Creating and using a recipient list
  - Sorting records
  - Filtering records
- Mailing labels and envelopes
  - Preparing mailing labels
  - Printing mailing labels
  - Creating envelope documents from a recipient list

#### Part2: Objects and backgrounds

- Objects
  - Inserting an Excel object
  - Inserting a linked object from a file
  - Inserting a chart based on Excel data
- Document backgrounds
  - Adding background colors, fill effects and borders
  - Adding a watermark
  - Applying themes
  - Protecting a theme
  - Setting a default theme

#### Part3: Forms

- Form fields
  - Entering data in form



- Adding field labels
- Adding text content controls
- Adding a drop-down list in a form
- Adding a date control
- Form protections
  - Protecting a form
  - Removing protection
  - Setting permission for a user

#### **Part4: Macros**

- Recording and running macros
  - Recording a macro
  - Viewing a macro script
  - Running a macro
- Modifying and deleting macros
  - Modifying a macro
  - Copying a macro
  - Deleting a macro

#### **Part5: Toolbar and Keyboard customization**

- Customizing the Quick Access Toolbar
- Customizing the keyboard shortcuts

#### **Part6: Long documents**

- Master documents
  - Inserting subdocuments
  - Working in Master Documents view
  - Deleting a subdocument
  - Adding a cover page
- Tables of Contents and figures
  - Creating and modifying a table of contents
  - Adding text to a table of contents
  - Adding captions
  - Inserting and updating a table of figures
- Indexes, bibliographies and other references
  - Creating main index entries and subentries
  - Generating an index
  - Inserting a citation
  - Adding and modifying a bibliography
  - Creating an updating a table of authorities
  - Using footnotes
- Bookmarks and cross-references
  - Creating bookmarks
  - Navigating to bookmarks in a document
  - Deleting a bookmark
  - Creating a cross-reference
- Web frames
  - Creating a frame page
  - Modifying frames



## Part7: XML features

- Working with XML
  - Viewing an XML document
  - Attaching an XML schema to a word documents
  - Applying XML tags to content
  - Modifying XML options
- Testing the schema validation