

## Microsoft Word 2016 Level 3

### Brief description & Course outline

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**Microsoft Word 2016 - Level 3** is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.

At the completion of this course you should be able to:

- o create and work with **SmartArt**
- o create and work with a table of contents
- o create and work with an index in a document
- o create and work with master documents
- o insert and edit footnotes and endnotes
- o create, use and delete bookmarks
- o create and delete cross references
- o use **AutoCorrect** to automatically correct words and phrases
- o create and use building blocks
- o use a range of document proofing features
- o work with custom dictionaries
- o use the features of **Word** to work collaboratively with others
- o use reviewing and commenting tools when editing documents
- o understand and use the tracking feature in **Word**
- o compare multiple versions of the same document
- o create and remove protection for your document
- o work with a **PDF** document
- o understand, insert and work with fields in a document
- o create and use interactive fields.
- o create and work with electronic forms in **Word**
- o create and work with macros

**Level 3** assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Contents

- o **SmartArt**
  - o Understanding SmartArt
  - o Inserting a SmartArt Graphic
  - o Inserting Text
  - o Indenting Text
  - o Changing the SmartArt Style
  - o Changing SmartArt Colours
  - o Changing a SmartArt Layout
  - o Adding More Shapes to SmartArt
  - o Resizing SmartArt
- o **Table of Contents**
  - o Understanding Tables of Contents
  - o Inserting a Table of Contents
  - o Navigating With a Table of Contents
  - o Updating Page Numbers
  - o Updating a Table of Contents
  - o Customising a Table of Contents
  - o Formatting a Table of Contents
- o **Indexing**
  - o Understanding Indexing
  - o Marking Index Entries
  - o Creating an AutoMark File
  - o Marking Index Entries With an AutoMark File
  - o Removing Marked Entries
  - o Generating an Index
  - o Modifying the Index Format
  - o Updating an Index
- o **Master Documents**
  - o Understanding Master Documents
  - o Understanding Subdocuments
  - o Creating a Master Document
  - o Creating Subdocuments
  - o Working With Master Document
  - o Views
  - o Inserting Subdocuments
- o Formatting a Master Document
- o Editing Subdocuments
- o Merging Subdocuments
- o Splitting Subdocuments
- o Deleting Subdocuments
- o Building a Table of Contents
- o Printing a Master Document
- o **Footnotes and Endnotes**
  - o Understanding Footnotes and Endnotes
  - o Inserting Footnotes
  - o Inserting Endnotes
  - o Locating Footnotes and Endnotes
  - o The Footnote and Endnote Dialog Box
  - o Changing the Number Format
  - o Converting Footnotes and Endnotes
  - o Deleting Footnotes and Endnotes
- o **Bookmarks**
  - o Creating Bookmarks
  - o Navigating With Bookmarks
  - o Deleting Bookmarks
  - o Cross Referencing
  - o Creating Cross-References
  - o Deleting Cross-References
- o **AutoCorrect**
  - o Understanding AutoCorrect
  - o Using AutoCorrect Adding
  - o AutoCorrect Entries Using Math
  - o AutoCorrect Understanding AutoFormat
  - o Using AutoFormat
  - o Using AutoFormat as You Type
- o **Building Blocks**
  - o Understanding Building Blocks
  - o AutoText Versus Quick Parts
- o Inserting a Building Block
- o Creating Quick Parts
- o Saving Building Blocks
- o Inserting Quick Parts
- o Editing Building Blocks
- o Deleting Building Blocks
- o **Document Proofing Features**
  - o Proofreading Your Document
  - o Using Proofreading Marks
  - o Disabling the Spelling and Grammar Checker
  - o Customising the Spelling Checker
  - o Customising the Grammar Checker
  - o Using the Thesaurus
  - o Setting a Different Proofing Language
  - o Translating Selected Text
  - o Setting the Default Language
- o **Custom Dictionaries**
  - o Understanding Custom Dictionaries
  - o Adding Words to the Custom Dictionary
  - o Adding Words to the Custom Dictionary File
  - o Deleting Words From the Custom Dictionary
  - o Creating a Custom Dictionary
  - o Changing the Default Custom Dictionary
  - o Disabling and Enabling a Custom Dictionary
  - o Removing a Custom Dictionary
- o **Working Collaboratively**
  - o Co-Authoring Documents
  - o Saving to OneDrive
  - o Sharing Documents
  - o Opening Shared Documents
- o **Document Commenting**
  - o Inserting Comments
  - o Working With Comments

- o Printing Comments
- o **Tracking Changes**
- o Understanding Tracking Changes
- o Enabling and Disabling Tracked Changes
- o Switching Between Simple Markup and All Markup
- o Using Comments in Tracked Changes
- o Showing and Hiding Markup
- o Showing Revisions Inline and in Balloons
- o Advanced Tracking Options
- o Accepting and Rejecting Changes
- o **Comparing Documents**
- o Understanding Document Comparisons
- o Selecting Documents to Compare
- o Accepting and Rejecting Changes
- o Saving the Revised Document
- o **Protecting Documents**
- o Understanding Document Protection
- o Making a Document Read Only
- o Working With a Read Only Document
- o Restricting Formatting
- o Working With Formatting Restrictions
- o Restricting Editing
- o Making Exceptions
- o Stopping Document Protection
- o Applying an Open Document Password
- o Applying a Modify Document Password
- o **Working With PDF Documents**
- o Understanding PDF Documents
- o Saving a Document as a PDF
- o Viewing a PDF File in Reader
- o Opening and Editing a PDF in Word
- o **Fields**
- o Understanding Fields
- o The Field Dialog Box
- o Inserting a Document Information Field
- o Setting Field Properties
- o Showing and Hiding Field Codes
- o Showing and Hiding Field Shading
- o Inserting Formula Fields
- o Inserting a Date and Time Field
- o Updating Fields Automatically When Printing
- o Locking and Unlocking Fields
- o Applying a Number Format
- o **Interactive Fields**
- o Understanding Interactive Fields
- o Inserting a FILLIN Field
- o Typing Field Codes Into a Document
- o Activating Interactive Fields
- o Inserting an ASK Field
- o Using REF to Display Bookmarks
- o Activating Fields Automatically
- o **Electronic Forms**
- o Understanding Electronic Forms in Word
- o Creating the Form Layout
- o Understanding Content Controls
- o Displaying the Developer Tab
- o Inserting Text Controls
- o Setting Content Control Properties
- o Inserting the Date Picker Control
- o Inserting Prompt Text
- o Inserting Formulas
- o Inserting a Combo Box Control
- o Inserting a Drop Down List
- o Control Protecting and Saving the Form
- o Using an Electronic Form
- o Editing a Protected Form
- o **Macros**
- o Understanding Macros in Word
- o Setting Macro Security
- o Saving a Document as Macro-Enabled
- o Recording a Macro
- o Running a Macro
- o Assigning a Macro to the Toolbar
- o Assigning a Keyboard Shortcut to a Macro
- o Editing a Macro
- o Creating a Macro Button Field
- o Copying a Macro
- o Deleting a Macro
- o Tips for Developing Macros