



55175: Advanced Microsoft® Word 2016

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS): Microsoft Word 2016 – **Exam:** 77-725 Word 2016 Core Document Creation, Collaboration and Communication

Course Description

In this course, participants will learn advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing, and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

Target Audience

This course is intended for:

- Persons who want to learn more advanced skills.
- Persons who want to learn the topics covered in this course in the 2016 interface.

Prerequisites

To attend this course, candidates must have intermediate level experience with Microsoft Word or have completed the following course:

- 55174: Intermediate Microsoft Word 2016

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with tables of contents.
- Work with footnotes and endnotes.
- Insert bibliographies and indexes.
- Use comments.
- Use track changes including accepting and rejecting changes.
- Compare and combine documents.
- Use Mail Merge and create envelopes and labels.
- Protect documents.
- Use bookmarks, add watermarks, and customize the Ribbon.



Course Topics

Module 1: Working with Long Documents

- Adding a Table of Contents
- Updating a Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting Citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

Module 2: Review and Collaborating on Documents

- Adding Comments
- Tracking Changes
- Viewing Changes, Additions, and Comments
- Accepting and Rejecting Changes

Module 3: Comparing and Combining Documents

- Comparing Documents
- Combining Documents

Module 4: Managing Mailings

- Creating Envelopes and Labels
- Using Mail Merge

Module 5: Protecting Documents

- Making Microsoft Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing

Module 6: Random Useful Items

- Add Bookmarks to a Document and Use Them to Jump Around a Document.
- Add Watermarks to a Microsoft Word Document.
- Add Titles to sections.
- Insert Built-In Fields.
- Use the Go To Feature.
- Customize the Ribbon.
- Prepare a Document for Internationalization and Accessibility.

Module 7: New Features as of 2013

- Using the Cloud
- Resume Reading Feature

Module 8: New Features in Word 2016

- Ink Equations
- Version History
- Shape Formatting
- Sharing

ACTIVITIES INCLUDED

