

55274-A: Advanced Microsoft Word 2019

Course Outline

Module 1: Working with Long Documents

This module explains how to work with long documents in Microsoft Word.

Lessons

- Adding a Table of Contents
- Updating the 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

Lab: Working with Long Documents Exercises

- Insert and Update a Table of Contents
- Working with Footnotes
- Insert Citations and a Bibliography

After completing this module, students will be able to:

- Add a table of contents to a Microsoft Word document.
- Update the table of contents.
- Add footnotes to a Microsoft Word document.
- Add endnotes to a Microsoft Word document.
- Insert citations into a Microsoft Word document.
- Insert a bibliography.
- Update the bibliography.
- Mark entries in a document.
- Insert an index into a Microsoft Word document.
- Create an outline in Word.

Module 2: Review and Collaborating on Documents

This module explains how to review and collaborate on Microsoft Word documents.

Lessons

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

Lab: Reviewing and Collaborating Exercises

- Adding Comments to a Document
- Tracking Changes
- Viewing Markup
- Accepting and Rejecting Changes

After completing this module, students will be able to:

- Add and work with comments.
- Track changes and set and change tracking options.
- View changes, additions and comments.
- Use the Reviewing pane.
- Choose what changes to show.
- Accept and reject changes.

Module 3: Comparing and Combining Documents

This module explains how to compare and combine documents in Microsoft Word.

Lessons

- Comparing Documents
- Combining Documents

Lab: Comparing and Combining Documents Exercises

- Comparing Documents
- Combining Documents

After completing this module, students will be able to:

- Compare documents to find out what has changed between different versions of a document. Combine documents to gather revisions made by various individuals into a single document.

Module 4: Managing Mailings

This module explains how to manage mailings in Microsoft Word.

Lessons

- Creating Envelopes and Labels
- Using Mail Merge

Lab: Managing Mailings Exercises

- Printing an Envelope
- Using Mail Merge

After completing this module, students will be able to:

- Create and print envelopes in Microsoft Word.
- Create and print labels in Microsoft Word.
- Use Mail Merge to print or email form letters to multiple recipients. Select mail Merge recipients from an existing list

Module 5: Protecting Documents

This module explains how to protect documents in Microsoft Word.

Lessons

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

Lab: Protecting a Document

After completing this module, students will be able to:

- Mark documents as final and make them read only.
- Password protect Microsoft Word documents.
- Restrict formatting options before sharing a document with others.
- Restrict editing options before sharing a document with others

Module 6: Random Useful Items

This module goes over several random and useful features in Microsoft Word.

Lessons

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go to Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security
- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility
- Sharing

Lab: Random Useful Items Exercises

- Using Bookmarks
- Adding Custom Watermarks
- Recording a Macro
- Customizing the Ribbon
- Using the Cloud

After completing this module, students will be able to:

- Add bookmarks to a Microsoft Word document and to use them to jump around the 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.
- Learn how to use the Cloud