See more at www.zandax.com/courses/word-365-advanced

Course information from ZandaX

Microsoft Word 365 (2019) Advanced

A premier Microsoft Word training course from ZandaX

Course duration: 15 hours 45 minutes of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Introduction
- ✓ Word Essential Skills
- ✓ Working with Views
- ✓ Working with Tables
- ✓ Graphics and Pictures
- ✓ Text Boxes
- ✓ Working with Sections and Pages
- ✓ Links
- ✓ Creating an Index and Table of Contents
- ✓ Templates
- ✓ Document Properties
- ✓ Bookmarks & Cross-referencing
- ✓ Themes
- ✓ Protection
- ✓ Trust Centre Settings
- ✓ Track Changes
- ✓ Comparing and Combining Documents
- ✓ Citations and Bibliography
- ✓ Footnotes and Endnotes
- ✓ Table of Authorities
- ✓ Forms
- ✓ Macros
- ✓ Sharing
- ✓ Course Close

What does our Word Advanced course cover?

Work Smarter - and Better - With Word

Our Microsoft Word Advanced course is designed for people who want to take their word processing skills to the highest level.

If you use Word on a regular basis, this course will speed up what you do, and extend your capabilities, so you're not just working more quickly, but more powerfully too.

This course teaches you about automation, navigation, protection, tracking changes and so muc more. You'll be able to add the elements that even the most demanding reader would expect to see. You'll amaze yourself with the new level of quality in your documents!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft word skills?

Course requirements

You should have a good understanding and working knowledge of the concepts covered in the Introduction course.

Who's this course for?

This course has been designed for people with a good understanding of Microsoft Word who want to take their abilities to the highest level.

Course content for Microsoft Word 365 (2019) Advanced

1

1 - Introduction

- Introduction
- Getting Help
- Course Exercise Files
- Exercise 01

2

2 - Word Essential Skills

- Increase Efficiency with Keyboard Shortcuts
- Working with Screentips
- Working with The Ribbon
- Using Rulers
- Find and Replace Formatting
- Find and Replace Special Characters
- Using the Navigation Pane and GoTo
- Check Spelling, Grammar and Conciseness
- AutoCorrect Options
- Grouping Objects
- Aligning Objects
- Exercise 02

3

3 - Working with Views

- The View tab
- Reading and Focusing on Documents
- Working with a Document in Print Layout and Web Layout
- Working with a Document in Draft and Outline view
- Exercise 03

4

4 - Working with Tables

- Creating a Table Style
- Table Breaks and Repeat Headings
- Using Formulas in Word Tables
- Exercise 04

5

5 - Graphics and Pictures

- Formatting WordArt
- Filling Shapes with Pictures
- Compressing Pictures
- Quick Parts
- Icons and 3D Models
- Inserting a Caption
- Creating a Table of Figures
- Exercise 05

6

6 - Text Boxes

- Text Box Gallery
- Text Box Alignment and Margins
- Sidebars
- Linking Text Boxes
- Exercise 06

7

7 - Working with Sections and Pages

- The Page Layout tab
- Introduction to Section and Page Breaks
- Inserting Section Breaks
- Working with Headers and Footers in Sections
- Working with Page Borders in Sections
- Using Quick Parts, Fields and Doc Properties in Sections
- Column Breaks
- Master and Subdocuments
- Exercise 07

8 - Links

- Inserting Hyperlinks
- Linking to Excel Data
- Exercise 08

9 - Creating an Index and Table of Contents

- Mark Entries and Generate an Index
- Using AutoMark to Generate an Index
- Insert a Table of Contents
- Using the TOC field to modify a Table of Contents
- Exercise 09

10 - Templates

- Using Templates
- Creating a Custom Template
- Using the Organizer
- Creating and Registering a Blog Post
- Exercise 10

11 - Document Properties

- Modifying Document Properties
- Advanced Properties
- Exercise 11

12 - Bookmarks & Cross-referencing

- Creating a Hyperlink to a Bookmark
- Creating a Hyperlink to a Bookmarked Image
- Inserting Cross-References
- Cross-referencing tables and images
- Inserting Multiple TOC's using Bookmarks
- Removing Bookmarks and Editing Field Codes
- Exercise 12

13 - Themes

- Understanding How Themes Work
- Creating Custom Themes
- Exercise 13

14 - Protection

- Setting Read-Only
- Setting Editing and Formatting Restrictions
- Encrypting a Document with a Password
- Creating a Digital Signature
- Inserting an Invisible Signature
- Inserting a Signature Line and a Visible Signature
- Marking a Document as Final
- Exercise 14

15 - Trust Centre Settings

- Working with the Trust Center
- Exercise 15

16 - Track Changes

- Tracking Changes
- Showing Markup
- Changing Reviewers' Names
- The Reviewing Pane
- Displaying Markup
- Accepting and Rejecting Changes
- Advanced Track Changes Options
- Sending a Document for Review
- Printing Comments and Tracked Changes
- Exercise 16

17 - Comparing and Combining Documents

- Comparing and Combining Document Versions
- Exercise 17

18 - Citations and Bibliography

- Adding a Source and a Citation
- Using Citation Placeholders and Managing Sources
- Creating a Bibliography
- Modifying a Bibliography and Saving to the Gallery
- Exercise 18

19 - Footnotes and Endnotes

- Using Footnotes and Endnotes
- Formatting Footnotes and Endnotes
- Cross-referencing Footnotes and Endnotes
- Deleting a Footnote or Endnote
- Exercise 19

20 - Table of Authorities

- Inserting Citations - Table of Authorities
- Inserting and Updating a Table of Authorities
- Exercise 20

21 - Forms

- Introduction to Forms in Word
- Creating a Form
- Adding Content Controls - Part 1
- Adding Content Controls - Part 2
- Adding a Submit Button Using VBA
- Protecting a Form
- Auto-populate Form Fields
- Creating a User Form
- Create a User Form to Add Rows to a Table
- Exercise 21

22 - Macros

- Using Macros to Automate Repetitive Tasks
- Creating and Running a Basic Macro
- Creating a Macro and Adding it to a Custom Macro Ribbon
- Exercise 22

23 - Sharing

- Using the Compatibility Checker
- Document Inspector
- Sharing Documents with Others
- Exercise 23

24 - Course Close

- Course Close

More about the ZandaX Microsoft Word 365 (2019) Advanced course

Create Truly Professional Documents

When you create documents, you're working for the reader, who will have expectations. Our Advanced Word course teached you how to meet -- and exceed -- those expectations.

The course begins by teaching you about options for spelling, grammar and AutoCorrect, then shows you how to use different views in Word.

Next, you'll see how to use formulas in tables, use text boxes and break documents, before learning about masters, templates and themes.

We show you how to protect documents, and mark up and track changes. You'll then see how to add reference tools like citations, tables of authority & bibliographies.

The final three sections deal with creating working forms, using macros for automation, and sharing documents with others.

This course will teach you how to be a creator of truly professional documents!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get accompanying exercises that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/word-365-advanced to view the latest details, including related courses, prices and quantity discounts.

ZandaX

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