

## MS WORD COURSE OUTLINES – ADVANCED

This is a one-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session.

Introduction	Creating A New Caption Label
Getting Yourself Orientated With The Word Screen	Cross References
The Office Button	Creating Cross References
The Title Bar	Navigating To An Item That Has Been Cross-Referenced
The Ribbon	Bookmarks
Groups	Creating A Bookmark
The Quick Access Toolbar	Navigating To A Bookmark
Customising The Quick Access Toolbar	Creating A Table Of Figures
The Status Bar	Creating A Table Of Figures To List The Tables
Adjusting The Zoom Of The Screen	Inserting References/Citations
Word Document Views	Creating A Bibliography
Setting Up A Document Using Styles	Protecting A Document
Applying A Style To A Document	Tracking Changes
Creating A New Style	Apply Tracking/Lock Tracking
Modifying A Style For An Entire Document	Editing A Track Changes Document
Numbering Heading Styles	Using The Show Markup Options
Typing A Document Using The Outline View	Adding A Comment
Creating The Outline	Viewing Comments/Editing Comments
Moving A Heading	Deleting Comments
Working With Master Documents	Printing Comments
Creating A Master Document	Reviewing Track Changed Edits
Master Document Icons	Accepting Or Rejecting Changes
Collapsing And Expanding Subdocuments	Comparing Two Versions Of A Document
Section Breaks	Combining Revisions From Multiple Authors
Inserting A Section Break	Mail Merge
Headers And Footers	Designing The Master Document
Numbering Your Pages Correctly	Designing The Database
Odd And Even Headers And Footers	Merging The Documents
Inserting A Table Of Contents	Shortcut Keys
Captions	
Applying A Caption	