

WORD

LEVEL: ADVANCED



Duration: 1 day

Prerequisites:

- Knowledge of the Windows environment
- Have taken the Microsoft Word Intermediate course or have equivalent knowledge
- Have access to a computer and Microsoft Word (versions 2013, 2016 or OFFICE 365)

Teaching aids:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Create professional advanced documents
- Use advanced options to manage long documents
- Use or create style sets
- Create a table of contents
- Create columns, headers, and footers
- Insert bibliographies, captions and tables
- Share files and follow up

Attestation: yes

PROGRAM:

Use or create Styles

- Use predefined style sets for your headings and paragraphs
- Create your own style sets for custom professional documents
- Edit, cancel, or delete styles applied to a document

Create a table of contents

- Insert a predefined table of contents
- Create a custom table of contents
- Edit, update a table of contents

Manage columns in a long document

- Create columns as needed
- Insert column breaks for better presented texts

Create complex headers and footers

- Apply headers and footers for documents with different first pages and/or multiple sections
- Apply headers and footers for even and odd pages

Create a Bibliography to avoid plagiarism

- Reference the sources cited in the documents
- Insert a Bibliography to inform readers of the sources cited in the documents

Manage the display of tables, images, charts

- Insert captions to tables, charts, and images of documents
- Insert a table of captions



Index your document

- Create index entries to help search large documents
- Insert an index

Bookmarks

- Bookmark a large document to easily find your important points to view when reading

Share a file and track changes

- Use change tracking to better manage group work on the same file
- Manage the follow-up and validate the final document

QUESTIONS AND ANSWERS