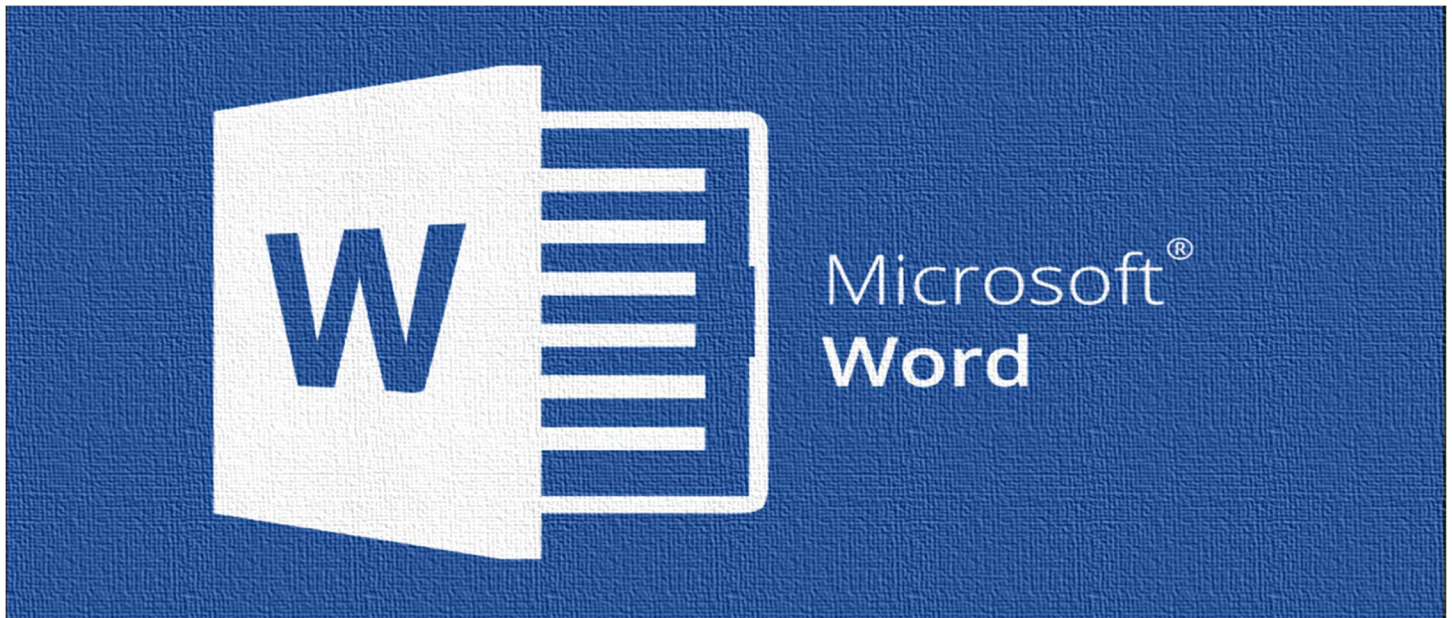




Working with Microsoft Word Level 3

Learning Microsoft Word

Microsoft Word enables you to create documents easily, quickly, and professionally. Student will learn how to create interactive forms, web pages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes.

Who Should Attend:

This course is for individuals who are familiar with Microsoft Word and are comfortable with the topics covered in Word Level 2 course. Students will gain confidence navigating the interface, using functions and formulas to calculate data, and formatting their data to present it clearly.

Format:

- 1-day instructor-led sessions or
- Two 3-hour web-based online classroom sessions
- Optional follow up Coaching Session to reinforce learning.
- Customized options for shorter in-house training are also available.

This course will help you:

- Work with comments and tracking changes
- Merge documents from multiple reviewers
- Add cross-references, bookmarks, citations, and other references.
- Create a table of contents and an index for longer documents.
- Create and work with a Master Document.
- Work with styles and themes
- Insert Quick Parts and Building Blocks
- Use forms and macros to simplify and automate tasks.

Additional Materials

- Enrollment in our Monthly LearningLink Newsletter
- Lifetime Support
- A Free Follow-up 30-minute Coaching Session

PRIORITY

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Detailed Synopsis:

Working with Microsoft Word Level 2

Microsoft Word users have access to several powerful features. Large documents are easier and faster to navigate and edit. Working with multiple documents and multiple authors is easier, and users can add references, building blocks, forms, and other functional items.

The Working with Microsoft Word – Level 3 workshops are designed for users who are familiar with Microsoft Word and want to expand their knowledge to collaborate and create references within documents, and to include enhanced tools to create more functional documentation.

Section 1: Collaborating on Documents

This course starts off teaching student how to modify user information and the importance when sharing documents in a group or an organization. They will learn to work with comments, compare changes and review documents for editing. They will also learn to merge new documents with existing ones and assign a coauthor to their documents.

Section 2: Adding Reference Marks and Notes

This section teaching students how to add captions, cross-reference information within the document by adding bookmarks and hyperlinks. Upon completion of this section, students will also learn how to insert footnotes and endnotes, add citations, and well insert a bibliography within a document.

Section 3: Simplifying and Managing Long Documents

Students learn how to insert blank and cover pages to documents. They will also create an index as well table to contents. In addition to inserting ancillary tables, they will also manage outlines and create master documents.

Section 4: Inserting Content Using Quick Parts

In this section, student will learn how to insert, create, and modify building blocks. They will also be introduced to quick parts so they can add common content on the fly.

Section 5: Forms

This section teaches students how to create and manipulate forms so they can receive common feedback from a group of individuals. They will also understand data conversion and how they are used.

Section 6: Customizing Formats Using Styles and Themes

Students will learn to create and modify text styles, as well when to apply them. They will learn to create customer lists and table styles to enhance the appearance to their documents. Also covered in this section is how to customize and apply document themes to add professionalism to any document.

Section 7: Using Macros

The final section of Microsoft Word training focuses on automating tasks using macros. Students will also learn how to create a new macro and apply it to their document.

[Click here to Book a seat:](#)

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