



Microsoft Word – Level 3 / Advanced

Duration: 1 Day

Course Description

Use reviewing tools, and create document references like Table of Contents, Indices and Footnotes. Create user forms

Course Content

Work with Forms

- Use the Developer Tab
- Create Forms
- Add and Format Form Controls
- Group Controls
- Test, Protect and Distribute Forms
- Use Legacy Controls

Reviewing Documents

- Add, Edit, Navigate and Delete Comments
- Use the Review Pane
- Track and Review Changes
- Track Changes Options
- Inspect the Document
- Prepare for Sharing
- Compare and Combine Documents
- Protect Documents
- Create and Modify Outlines

Use Reference Tools

- Create a Table of Contents from Heading Styles
- Create a Table of Contents from an Outline
- Format, Modify and Update a TOC
- Add Footnotes and Endnotes
- Navigate and Edit Footnotes and Endnotes
- Use Bookmarks
- Use Cross References
- Create a Bibliography
- Manage Bibliography Sources and Choose Styles
- Add Captions and Create a Table of Figures
- Mark Entries and Create an Index
- Update and Modify an Index
- Create and Update a Table of Authorities
- Create and Use Outlines
- Create a Master Document
- Drag to reposition text using headings styles
- Create and Work with Sub Documents