

MS Word 2016 Course Outline – Expert level



Course Objectives

This expert course in MS Word focuses on understanding how to use the more advanced features such as controlling content with ActiveX controls, sharing and securing content, managing styles and managing reference sources.

By the end of this course you will be able to understand XML, secure content by encryption, mark documents as final and use version history. You will be able to access the styles window and organise content with multi-level lists and line numbering. You will learn how to work with equations and learn more about macros. Lastly you will gain knowledge on inserting citations, generate a bibliography and add placeholders.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Controlling content

- Adding ActiveX controls
- Understanding XML
- The Schema library
- Tagging Word content

Sharing and securing content

- Document properties
- Digital signatures
- Marking as Final
- Encrypting documents
- Attaching documents to emails
- Version history
- Auto Recover

Managing Styles

- Accessing the Styles window
- Recommending Styles
- Restricting Styles
- Setting default Styles
- Switching Quick Styles Sets
- Style Inspector
- Creating character styles
- Copying Styles between templates

Organising content

- Creating multi-level lists
- Creating list styles
- Line numbering

Working with equations

- The Equation gallery
- Inserting equations
- Accessing the equation tools
- Equation symbol sets

Advanced macros

- Duplicating macros between documents
- Macros security
- Using Step Into
- Using Breakpoints

Managing reference sources

- Source Manager
- Inserting citations
- Editing citations
- Generating a bibliography
- Adding placeholders