

MS Word Course Outline – Master level

Course Objectives

This master course in MS Word focuses on understanding how to use the more advanced features such as field codes, fill in forms, collaborative working and various referencing options.

By the end of this course you will be able to understand what field codes are and when and how to use them, how to create fill in forms and share documents, insert comments and track changes. You will also gain an understanding of working with the web and creating hyperlinks. Lastly you will gain knowledge on how to create a table of contents, add bookmarks, foot and end notes as well as work with cross referencing.

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

Topics covered

Field codes

- Understanding field codes
- Inserting field codes
- Displaying field codes
- Editing & deleting fields
- Updating fields
- Locking & unlocking fields
- Converting fields to text

Fill-in Forms

- Understanding fill-in forms
- Creating fill-in forms
- Editing & formatting fill-in forms
- Deleting fill-in form fields
- Protecting fill-in forms

Collaborative working

- Document sharing
- Real time co-editing
- Tracking changes
- Simple Mark-up
- Comparing & combining documents
- Inserting comments
- Comment Reply
- Ink annotations
- Checking documents for sensitive information
- Password protecting documents
- Making a document read only

Macros

- Understanding macros
- Recording macros
- Assigning macros to buttons

Master Documents

- Creating master documents
- Editing subdocuments
- Removing subdocuments

Working with the web

- The internet
- Saving documents as web pages
- Previewing web formatted pages
- Saving web pages from the internet
- Creating internet hyperlinks
- Editing internet hyperlinks
- Removing hyperlinks

Referencing options

- Table of Contents
- Creating indexes
- Adding bookmarks
- Deleting bookmarks
- Navigating using bookmarks
- Creating footnotes
- Formatting footnotes
- Deleting footnotes
- Creating endnotes
- Formatting endnotes
- Deleting endnotes
- Cross referencing
- Adding & updating captions