

## Word Processing Course Outline - Advanced level

### Course Objectives

This Advanced Word Processing course sets out the skills that can be used to produce complex documents, enhance outputs and improve productivity. Suited for those already familiar with using Word Processing.

By the end of this course you will be able to apply advanced text, paragraph, column and table formatting, work with foot and end notes and captions, manage citations and bibliographies, create table of contents, indexes and cross-references, use fields, forms and templates, apply conditional formatting to mail merges, automate tasks with macros and link and embed to integrate data.

Estimated Course duration is 3 hours. Each lesson take on average 3-5 minutes to complete.

### Topics covered

#### Formatting

- Text Wrapping
- Find and Replace
- Paste Special
- Line Spacing
- Paragraph Pagination
- Multi-Level Outline Numbering
- Applying Styles
- Character Styles
- Paragraph Styles
- Column Layouts
- Column Formatting
- Column Breaks
- Table Styles
- Merging and Splitting Tables
- Modifying Cell Contents
- Repeating Table Headers
- Table Pagination
- Sorting Table Data
- Converting a Text to Tables
- Converting a Table to Text

#### Referencing

- Adding and Editing Captions
- Footnotes
- Endnotes
- Source Manager
- Adding Citations
- Creating Bibliographies
- Table of Contents
- Table of Figures
- Indexes
- Bookmarks
- Cross-References

#### Enhanced Productivity

- Using Fields
- Formula Fields
- Editing Fields
- Using Forms
- Protecting Forms
- Document Templates
- Modifying Default Templates
- Setting Up Mail Merging
- Mail Merging
- Conditional Mail Merging
- Creating Charts
- Linking and Embedding Data
- Modifying Embedding Data
- Auto-Correct Options
- Automatic Text Entry
- Using Macros
- Assigning Macros to Buttons

#### Collaborative Editing

- Tracking Changes
- Using Comments
- Comparing and Merging Documents
- Protecting Documents

#### Prepare Outputs

- Using Section Breaks
- Headers and Footers
- Document Watermarks
- Language Settings
- Using a Thesaurus