



Word 2016

Level 3

This instructor-led course covers a variety of advanced features in Word that will enhance your documents to look more professional. You will learn how to incorporate and modify charts within Word, work with drawing objects to add visual appeal to your document and utilize special features in creating long documents such as a Table of Contents, Footnotes, Cross-References, an Index and more. You will also learn how to create a form with text boxes, checkboxes and drop-down lists. Lastly, you will create simple Macros to automate routine tasks. All to help you be more efficient in your document creation.

Lesson 1 - Working with Charts

- Creating a Chart
- Resizing a Chart
- Changing the Layout and Style
- Labeling Chart Elements
- Formatting Chart Text
- Formatting Chart Elements
- Changing the Chart Type
- Showing or Hiding Gridlines
- Customizing Axes
- Changing a Chart's Source Data
- Saving a Chart Template

Lesson 2 - Working with Longer Documents

- Creating a Document Outline
- Creating a Table of Contents
- Using Bookmarks
- Adding Footnotes and Endnotes
- Adding Cross-References
- Creating an Index
- Creating Captions
- Creating a Table of Figures
- Creating and Using Quick Parts
- Creating a Master Document
- Inserting Subdocuments into a Master Document
- Viewing Documents Side by Side
- Using Reading Mode
- Using the Navigation Pane

Lesson 3 - Working with Forms

- Creating a Form
- Resizing a Form
- Adding a Text Field to a Form
- Adding a Date Picker Field to a Form
- Adding a Check Box to a Form
- Adding a Drop-Down List to a Form
- Adding Help to Form Fields
- Protecting a Form
- Using a Form Template

Lesson 4 - Working with Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Saving a Document with Macros
- Opening a Document with Macros
- Adding a Macro to the Quick Access Toolbar

Lesson 5 - Using Drawing Tools

- Creating Drawing Objects
- Formatting Drawing Objects
- Aligning Objects
- Rotating Objects
- Ordering Objects
- Grouping Objects
- Drawing Free-Form
- Creating a Favorite Pen
- Using the Eraser
- Drawing Simple Math Equations
- Generating Complex Equations