



Reboot Computer Training

Word Advanced Course Outline

Using Advanced Character and Paragraph Formatting

- Review of Styles Formatting
- Applying styles
- Modifying styles
- Creating styles
- Exporting and Importing Styles
- Differentiating Page Breaks and Section Breaks
- Inserting unique headers and footers
- Inserting a landscape page orientation in a portrait-oriented document
- Setting Paragraph Text Flow
- Hyphenation

References Options

- Inserting Table of Contents using Styles
- Formatting the Table of Contents
- Generating an Index
- Bookmarks and Cross references
- Hyperlinks
- Footnotes and Endnotes
- Captions

Using the Navigation Pane

Field Codes & Fill-in Forms

- What are Word Field codes?
- Inserting a field code
- Creating Fill-in Forms
- Inserting Form Elements
- Deleting fields within a fill-in form
- Protecting a fill-in form

Collaborative Editing and Security

- Document password protection
- Using comments within a document
- Checking documents for sensitive 'hidden' information
- Tracking changes within a document

Master Documents

- What are Master Documents?



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Conditional Mail Merging

- Ask fields and bookmarks
- If...Then...Else... Fields

Macros

Linking and Embedding

Inserting Online Videos

Working with Text Boxes

- Linking Text Boxes Together
- Formatting Text Box Size and Position
- Controlling Text box wrapping

Themes