

Microsoft Word - Advanced

GoSkills online course syllabus

Monday, January 10, 2022

Skill level	Lessons	Accredited by
Intermediate	22	CPD
Pre-requisites	Versions supported	Video duration
None	2013, 2016, 2019, 2021, 365	1h 38m
Estimated study time	Instructor	
11h for all materials	Andy Lanning	

References Ribbon

- 1 Table of Contents**
Learn to create an automated Table of Contents.
- 2 Update the Table of Contents**
Learn how to update the Table of Contents when changes are a made to a document.
- 3 Mark Entry for Table of Contents**
Learn to create an advanced level TOC using "Mark Entry".
- 4 Footnotes**
Learn to place footnotes and endnotes which link to the document text.
- 5 Citations and Bibliography**
Learn to cite your sources for a college paper or report.
- 6 Using Captions**
Learn to create and link captions to images and text.
- 7 Create an Index**
Create an Index organized by topic or keyword.

Custom Styles

8 Create and Apply a Style
Learn to format text and then capture it inside the Style Gallery for future use.

9 Rename, Modify and Remove Styles
After mastering styles, keep the Style Gallery tidy by editing or removing styles.

10 Reveal Formatting
Learn to use the Reveal Formatting pane to look beyond surface formatting.

11 Selection Tool and Format Pane
Learn to use this tool when working with graphics and styles.

Mailings Ribbon

12 Envelopes and Labels
Learn how to quickly produce a printed envelope or label for postal mail.

13 Mail Merge to Labels
Auto-populate a sheet of labels with text pulled from a list.

14 Mail Merge to Envelopes
Merge mailing lists to print directly onto envelopes.

15 Mail Merge to Form Letters
Auto-populate a form letter with various text pulled from a list.

16 Mail Merge to Emails
Merge Outlook Contact lists into emails so each recipient gets a personal email.

17 Mail Merge Tips from Experience
Learn tips for label margins and email merges.

Review Ribbon

18 Proofing
Learn how to spellcheck, find a better word, or count the total words in a document.

19 Language and Translation
Translate an existing document or set the Word program to use a different language.

20 Comments
Learn to place notes in the margins of a document and control those notes.

21 Track Changes
Track changes will show which person made which changes in a document.

22 Compare Documents
Comparing documents takes two versions of a document and compares for changes.

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