



COURSE DESCRIPTION

This course covers the more advanced features in Word that allow you to create more complex documents. Topics include working with tables and columns, long documents and table of contents, comments and tracking, macros, sorting and merging text, protecting your documents and much more.

Students should have completed our Level 1 - Introduction course or have similar experience prior to attending this course.

Live face-to-face instructor - still the best way to learn!

LEARNING OBJECTIVES

- ③ Create, use and modify tables in documents
- ③ Work with columns
- ③ Learn to protect documents
- ③ Use Excel worksheet functions and advanced table features and formats
- ③ Use advanced document enhancements such as graphics, special characters and watermarks
- ③ Use advanced reviewing techniques and skills
- ③ Use document references such as table of contents, indexes, footnotes, citations and more.

DETAILED COURSE OUTLINE

<h3>USING TABLES</h3>	<h3>SORTING, MERGING TEXT AND PROTECTION</h3>	<h3>ENHANCING DOCUMENTS</h3>
<ul style="list-style-type: none"> ③ Creating Tables ③ Typing Text into Tables ③ Editing and Formatting Text in Cells ③ Modifying Table Structures ③ Adjusting Row Height in a Table ③ Inserting, Deleting, and Moving Table Columns ③ Inserting, Deleting, and Moving Table Rows ③ Enhancing Tables ③ Merging Cells ③ Adding Table Borders ③ Table Design Styles and Applying Shading to a Table ③ Aligning Tables ③ Rotating Text in Tables ③ Convert text to a table or vice versa ③ Auto Fit in the Table 	<ul style="list-style-type: none"> ③ Sorting ③ Merging ③ Protect Document 	<ul style="list-style-type: none"> ③ Working with Graphics ③ Modifying Graphics ③ Positioning and Deleting Graphics
<h3>WORKING WITH COLUMNS</h3>	<h3>WORKING WITH FORMULAS, WORKSHEETS, AND CHARTS</h3>	<h3>USING COMMENTS AND TRACKING</h3>
<ul style="list-style-type: none"> ③ Creating and Editing Newspaper Columns ③ Selecting and Editing Column Text ③ Formatting Newspaper Columns ③ Forcing a New Column ③ Setting Text Flow Options ③ Inserting Nonbreaking Spaces ③ Change Case ③ Change a background ③ Drop Cap 	<ul style="list-style-type: none"> ③ Calculating in Tables ③ Using Formulas ③ Using Worksheets ③ Creating and Modifying Worksheets ③ Embedding Existing Excel Worksheets ③ Working with Charts ③ Copying Data into a Datasheet 	<ul style="list-style-type: none"> ③ Inserting Special Characters ③ Inserting Watermarks ③ Formatting First Pages ③ Using Advanced Enhancement Techniques ③ About saving versions of a document ③ Adding Comments ③ Reviewing Comments ③ Tracking Changes ③ Reviewing Changes ③ Document Compare
<h3>WORKING WITH COLUMNS</h3>	<h3>INTRODUCTION TO MACROS</h3>	<h3>WORKING WITH DOCUMENT REFERENCES</h3>
<ul style="list-style-type: none"> ③ Creating and Editing Newspaper Columns ③ Selecting and Editing Column Text ③ Formatting Newspaper Columns ③ Forcing a New Column ③ Setting Text Flow Options ③ Inserting Nonbreaking Spaces ③ Change Case ③ Change a background ③ Drop Cap 	<ul style="list-style-type: none"> ③ Recording and Running Macros ③ Running Macros ③ Managing Macros ③ Deleting Macros 	<ul style="list-style-type: none"> ③ Inserting a Caption ③ Adding a Table of Contents ③ Adding Footnotes, Endnotes, and Citations ③ Managing Sources ③ Inserting a Bibliography ③ Creating an Index