



# Course Outline



## Word - Advanced

Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn advanced skills including: Password Protection, Advanced Table features, Multiple Column Bullets, File Management, Master Documents, Bookmarks, and using Excel data in a mail merge using Microsoft Word.

- ◆ Word Typing Tips
- ◆ Moving Around the Word Screen
- ◆ Select Browse Icon
- ◆ Selecting Text to Change
- ◆ Password Protection
  - Setting a Password
  - Removing a Password
  - Opening a Read Only File
- ◆ Customizing Menus and Toolbars
- ◆ Customizing Supplemental Dictionary
- ◆ Spell and Grammar Check Features
- ◆ Removing Grammar Check
- ◆ Auto Correct Options
- ◆ Smart Tags
- ◆ Increasing Recently Used File List
- ◆ Changing Word Case
- ◆ Highlighter Pen
- ◆ Table Feature
  - Heading Option in a Table
  - Tables With Math Feature
  - Moving Columns or Rows
  - Preserving Row Height
- ◆ Creating Lines to Type On
- ◆ Templates
  - Saving a Template
  - Using a Template
- ◆ Forms
  - Creating a Form
  - Creating a Text Field
  - Creating a Drop-Down List
  - Creating a Check Box Field
  - Using the Form
- ◆ Creating Multiple Columns of Bullets
- ◆ Creating Sub-Bullets
- ◆ File Management
  - Changing Views
  - View Icons
  - Sorting Files
  - Properties Icon
  - Preview Icon
  - Files of Type
- ◆ Track Changes Feature
- ◆ Comparing Two Copies of a Document
- ◆ Working With Hidden Text
- ◆ Printing Hidden Text
- ◆ Adding Words to Auto Text
- ◆ Master Documents
  - Creating/Saving Master Documents
  - Using the Hyperlinks in Master Documents
  - Expanding and Collapsing Master Documents
- ◆ Envelopes
  - Adding to a Document
  - Changing the Font
  - Adding Postal Bar Code
- ◆ Labels
  - Without a Data Field
  - Printing a Single Label
  - Full Page of the Same Label
- ◆ Fixing Up Labels and Envelopes
- ◆ Using Excel Data for a Mail Merge
- ◆ Creating/Using Bookmarks

### Course Prerequisite

Must have Word – Intermediate Part II or equivalent experience

(4 CPE Credits)