



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