

Word Advanced Course Outline

Day 1	Day 2
<p>Module 1 – Work with Word Collaboration Tools</p> <ul style="list-style-type: none"> • Use tracking changes • Compare and combine documents 	<p>Module 4 – Mail Merge Docs</p> <ul style="list-style-type: none"> • Create a merge document • Find or add recipients • Insert the fields • Review the results • Edit and Print
<p>Module 2 – Add Reference Marks with Notes to help Navigate</p> <ul style="list-style-type: none"> • Add captions to illustrations and tables • Add cross-references • Insert bookmarks • Add hyperlinks • Insert footnotes and endnotes • Add citations and bibliography 	<p>Module 5 – Work with Styles.</p> <ul style="list-style-type: none"> • Create and modify styles • Work with the Style Box Adding a Table of Contents field • Use reveal formatting
<p>Module 3 – Work with Section Breaks</p> <ul style="list-style-type: none"> • Add page breaks and column breaks • Insert section breaks • Modify various sections in the document 	<p>Module 6 – Work with Indexes</p> <ul style="list-style-type: none"> • Create an Index • Work with ancillary tables
<p>Appendix A-Create Forms</p> <ul style="list-style-type: none"> • Create and Modify Forms • Protect the Forms. 	<p>Appendix B –Tracking Changes</p> <ul style="list-style-type: none"> • In-Line • Balloons