
Prerequisites

This course assumes an intermediate understanding of Word and the creation of documents.

Target Audience

This course is designed for Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

Learning Outcomes

- Create and work with SmartArt
- Create and work with tables of contents and indexes in long documents
- Create and work with master documents
- Insert and edit footnotes and endnotes
- Create, use and delete bookmarks and cross references
- Create and use building blocks
- Use a range of document proofing features
- Use the features of Word to work collaboratively with others
- Understand and use the tracking feature in Word
- Compare multiple versions of the same document
- Create and remove protection from your document
- Understand, insert and work with fields in a document
- Create and work with electronic forms
- Create and work with macros