

**Class Title:** Microsoft Word Advanced

**Duration:** 2 Days

**1. Working with Styles**

- 1.1. Using Built-In Styles
- 1.2. Creating Custom Paragraph and Character Styles
- 1.3. Creating List and Table Styles
- 1.4. Using the Style Inspector and Managing Styles

**2. Working with Long Documents**

- 2.1. Insert Tables of Contents
- 2.2. Insert Indexes
- 2.3. Insert Tables of Figures
- 2.4. Create a Master Document

**3. Integrating with Other Office Applications**

- 3.1. Link Excel Worksheets and Charts to Word Documents
- 3.2. Send a Document Outline to PowerPoint
- 3.3. Send a Document to OneNote

**4. Using Mail Merge**

- 4.1. Creating a Word Data Source
- 4.2. Creating the Main Document
- 4.3. Processing the Merge
- 4.4. Sorting and Filtering Records
- 4.5. Setting Merge Options
- 4.6. Merging to Labels and Directories
- 4.7. Using Alternate Data Sources

**5. Workgroup Editing**

- 5.1. Tracking and Reviewing Changes
- 5.2. Inserting Comments
- 5.3. Routing Documents
- 5.4. Creating Multiple Versions of a Document

**6. Adding Reference Marks and Notes**

- 6.1. Inserting Bookmarks, Footnotes, and Endnotes
- 6.2. Adding Captions
- 6.3. Inserting Cross-references

**7. Using Forms**

- 7.1. Designing Forms
- 7.2. Adding Text, Check Box and Drop-Down Fields
- 7.3. Protecting Forms