



Advanced Word

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction to and Intermediate Word courses or equivalent knowledge.

Objectives

- Working with Styles
- Working with Long Documents
- Working with Templates
- Working with Forms

Course Outline

Working with Styles

- Understanding the Concept of Styles
- Applying a Character Style
- Applying the Paragraph Style
- Working with the List Para Style
- Working with Table Styles
- Modifying a Style
- Making Styles Updates Automatically
- Understanding Linked Styles
- Working with Style Sets

Working with Long Documents

- Adding a Cover Page
- Adding a Table of Contents
- Working with Page Break
- Working with Headers and Footers
- Adding a Watermark
- Working with Themes

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Working with Templates

- Using Templates Supplied by Microsoft
- Creating a Template Based upon a Template
- Editing a Template
- Creating a Template from an Already-Created Document
- Using a Template

Working with Forms

- Adding the Developer Tab to the Ribbon
- Adding Content Controls to a Form
- Using the Drop-Down List Content Control Property
- Adding a Date Picker Content Control Property
- Using a Template with Content Controls

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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