

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Advanced Microsoft Word</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Intermediate Word
<b>Course Description:</b>	Topics include advanced formatting techniques, styles, macros, importing, exporting, and linking data, tracking changes, adding reference marks, securing documents, and creating forms.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Advanced Formatting and Page Layout<ol style="list-style-type: none"><li>1.1. Controlling Paragraphs</li><li>1.2. Watermarks in Headers and Footers</li><li>1.3. Balancing Columns</li><li>1.4. Linking Text Boxes</li><li>1.5. Widow/Orphan and Text Control</li></ol></li><li>2. Working with Custom Styles<ol style="list-style-type: none"><li>2.1. Creating Paragraph and Character Styles</li><li>2.2. Creating List and Table Styles</li><li>2.3. Applying Styles</li><li>2.4. Modifying Styles</li></ol></li><li>3. Using Macros to Automate Common Tasks<ol style="list-style-type: none"><li>3.1. Creating a Macro</li><li>3.2. Running a Macro</li><li>3.3. Assigning a Macro to Toolbars and Shortcut Keys</li></ol></li><li>4. Integrating with Other Office Applications<ol style="list-style-type: none"><li>4.1. Linking to an Excel Worksheet</li><li>4.2. Linking a Chart to Excel Data</li><li>4.3. Sending a Document Outline to PowerPoint</li><li>4.4. Compiling Information Using Research Sites</li></ol></li><li>5. Workgroup Editing<ol style="list-style-type: none"><li>5.1. Tracking and Reviewing Changes</li><li>5.2. Inserting Comments</li><li>5.3. Routing Documents</li><li>5.4. Creating Multiple Versions of a Document</li></ol></li><li>6. Adding Reference Marks and Notes<ol style="list-style-type: none"><li>6.1. Inserting Bookmarks, Footnotes, and Endnotes</li><li>6.2. Adding Captions</li><li>6.3. Inserting Cross-references</li></ol></li><li>7. Securing a Document<ol style="list-style-type: none"><li>7.1. Updating Document Properties</li><li>7.2. Limiting Formatting Choices</li><li>7.3. Selecting Regions Changeable Regions</li><li>7.4. Adding a Digital Signature to a Document</li></ol></li><li>8. Using Forms<ol style="list-style-type: none"><li>8.1. Designing Forms</li><li>8.2. Adding Text, Check Box and Drop-Down Fields</li><li>8.3. Setting Form Field Options</li><li>8.4. Performing Calculations</li><li>8.5. Protecting Forms</li><li>8.6. Exporting Form Data</li></ol></li></ol>