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Microsoft Word Level III
Course Outline
2-Days   9:00 am – 4:00 pm

Revised 5/20/2016

Course Description: Explore the long document, form creation, and desktop publishing features of Microsoft Word. Topics include: creating and using styles, outlining, creating a table of contents, understanding page breaks & section breaks, using Word's Master Document feature, using Advanced Find & Replace, adding Cover Pages, using Footnotes & Endnotes, and tracking document changes, page layout concepts, using WordArt, columns, text boxes, inserting pictures, formatting pictures, and word wrap, creating forms, using advanced Mail Merge techniques, protecting documents, and more.

Module 1 – Using Word Styles

- **What are Styles?**
- **Using Word's Built-in Styles**
- **Modifying Word's Styles**
- **Using the Style Inspector**
- **Creating New Styles**
- **Copying Styles to another Document**

Module 2 – Long Documents

- **The Navigation Pane**
- **Using Outlining Tools**
- **Viewing Outline Levels**
- **Moving Document Content**
- **Demoting and Promoting**
- **Creating a Document in Outline View**
- **Using Outline Numbering**
- **Inserting Page Breaks and Creating Hard Spaces**
- **Automatically Creating a Table of Contents**
- **Updating the Table of Contents**
- **Section Breaks**
- **Changing the Orientation of a Specific Page**
- **Other Table Types**
- **Footnotes and Endnotes**
- **Bookmarks**
- **Inserting Cross-References**
- **Creating Hyperlinks**
- **Adding a Cover Page**
- **Advanced Find & Replace**
- **Adding Watermarks**

Module 3 – Master Documents

- **Introduction**
- **Creating a Master Document**
- **Managing Master Documents**
- **Table of Contents**
- **Headers and Footers**
- **Converting an Existing Document to a Master Document**

Module 4 – Document Collaboration

- **Working with the Track Changes Feature**
- **Adding Comments**
- **Viewing and Editing Options**
- **Accepting and Rejecting Changes**
- **Deactivating the Tracked Changes Feature**
- **Comparing Document Versions**
- **Mark as Final**

Module 5 – Designing a Newsletter in Word

- **Page Layout/Paper Size**
- **Creating and Modifying WordArt**
- **Creating Columns**
- **Adding Column Breaks**
- **Headers and Footers**
- **Saving the Document as a Template**
- **Insert Text Files**
- **Adding Graphics Stored as Files**
- **Adding Online Graphics (ClipArt)**
- **Changing the Picture Size**
- **Cropping**
- **Working with Word Wrap**
- **Creating Drop-Caps**

Module 6 – Advanced Mail Merge

- **The Merge Setup**
- **Attaching to an Access Database**
- **Using Word Fill-In Fields**
- **Completing the Merge**

Module 7 – Creating Forms

- **Placing Text Form Fields**
- **Setting Form Field Options**
- **Drop-down fields and Check Box Fields**
- **Fields that Perform Calculations**
- **Protecting and Using the Form**

Module 8 – Protecting Documents

- **Using the Document Inspector**
- **Restrict Document Editing**
- **Password Protecting Documents**
- **Protecting Tracked Changes**