PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Word 2016 Advanced Training

5808 8521

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1.0 DAY COURSE

Microsoft Word 2016 enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

This dynamic training course is now available throughout Hong Kong, including Central and also via instructor-led online training.

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What You'll Gain:

The PD Training Microsoft Word 2016 Advanced Training Course is intended for students who want to use advanced capabilities in Word, including image manipulation, collaboration, and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Outcomes

This course is intended for those who have intermediate skills with Microsoft Word 2016 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2016 interface.

After completing this course, students will be able to:

- Share a Document
- Work with Comments
- Compare Document Changes
- Merge Document Changes
- Co-author Documents
- Work with footnotes and endnotes.
- Add Citations, Captions and Hyperlinks
- Set Editing Restrictions
- Add a Digital Signature to a Document

- Restrict Document Access
- Create Forms
- Manipulate Forms
- Form Data Conversion
- Create a New Document Version
- Compare Document Versions

Modules

Lesson 1: Working with Tables and Charts

- Sort Table Data
  - Sorting Tables
  - Activity 1-1
- Control Cell Layout
  - Cell Merging
  - Cell Splitting
  - Cell Alignment
  - Text Direction
  - Activity 1-2
- Perform Calculations in a Table
  - Formulas in Word
  - Functions in Word
  - Equations
  - Activity 1-3
- Create a Chart
  - Charts
  - Chart Components
  - Types of Charts
  - Creating a Chart
  - The Chart Tools Tabs
  - Chart Quick Analysis Buttons
  - Changing the Chart Type
  - Editing Chart Data
  - Saving a Chart as a Template
  - The Caption Dialog Box
  - Activity 1-4

Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
  - Types of Text Styles
  - Applying Styles
  - Character Spacing
  - Custom Styles
  - The Create New Style from Formatting Dialog Box
  - Style Modification Options
  - Assigning Keyboard Shortcuts to Styles
  - Activity 2-1
- Create Custom List or Table Styles
  - Tools for List Styles
  - Tools for Table Styles
  - Activity 2-2
- Apply and Customize Document Themes
  - Applying Document Themes
  - Changing the Style Set
  - Creating Custom Style Sets
  - The Document Formatting Group
  - Creating Custom Color Schemes
  - Creating Custom Font Schemes
  - Saving Custom Themes
  - Activity 2-3

Lesson 3: Using Images in a Document

Lesson 4: Creating Custom Graphic Elements

- Resize an Image
  - Resizing Options
  - Cropping Images
  - Activity 3-1
- Adjust Image Appearance
  - The Adjust Group
  - Corrections Options
  - Color Options
  - Artistic Effects Options
  - Compression Tools
  - The Background Removal Tool
  - Applying Picture Styles
  - Activity 3-2
- Integrate Pictures and Text
  - Text Wrapping Styles
  - Picture Positioning Options
  - Rotating Images
  - Adding Captions
  - Activity 3-3
- Insert and Format Screenshots
  - The Screenshot Tool
  - Activity 3-4
- Insert Video
  - Video Links
  - Inserting a Video
  - Playing a Video
  - Activity 3-5

Lesson 5: Inserting Content Using Quick Parts

- Insert Building Blocks
  - Quick Parts
- Create Text Boxes and Pull Quotes
  - Types of Text Boxes
  - Inserting a Text Box with the Text Box Gallery
  - Drawing a Text Box
  - The Drawing Tools – Format Contextual Tab
  - Applying Text Box Styles
  - Formatting Text Boxes
  - Applying Shadow and 3-D Effects
  - Changing Text Direction
  - Saving the Selection to the Text Box Gallery
  - Arranging Text Boxes
  - Activity 4-1
- Draw Shapes
  - Shapes in Word
  - Types of Shapes
  - The Drawing Canvas
  - Text Wrapping Styles
  - Adding Text to a Shape
  - Modifying Text in a Shape
  - Adding Captions
  - Setting Shape Styles
  - Resizing Options
  - Positioning Options
  - Activity 4-2
- Add WordArt and Other Text Effects
  - WordArt
  - Drop Caps
  - Activity 4-3
- Create Complex Illustrations with SmartArt
  - SmartArt Graphics
  - The Choose a SmartArt Graphic Dialog Box
  - Adding Text and Images to the Diagram
  - SmartArt Graphic Categories
  - The SmartArt Tools Contextual Tabs
  - Activity 4-4

Lesson 6: Controlling Text Flow

- Control Paragraph Flow
  - Paragraph Flow Options
  - Activity 6-1

    - Building Blocks
    - The Building Blocks Organizer Dialog Box
    - Activity 5-1
- Create and Modify Building Blocks
    - The Create New Building Blocks Dialog Box
    - Building Block Modification Options
    - Copying Building Blocks Between Documents
    - Activity 5-2
- Insert Fields Using Quick Parts
    - Fields
    - Field Code Syntax
    - The Field Dialog Box
    - Activity 5-3

Lesson 7: Using Templates

- Create a Document Using a Template
    - Templates in Word
    - Creating a Document from a Template
    - Viewing Personal Templates
    - Template Storage Locations
    - Activity 7-1
- Create a Template
    - Creating a New Template
    - Modifying a Template
    - Attaching a Template to a Document
    - Managing Templates with the Organizer
    - The Default Template Location
    - Activity 7-2
- Insert Section Breaks
    - Sections and Section Breaks
    - When to Use Section Breaks
    - Inserting a Section Break
    - Types of Section Breaks
    - Creating Section Titles
    - Activity 6-2
- Insert Columns
    - Text Columns
    - Text Column Options
    - Activity 6-3
- Link Text Boxes to Control Text Flow
    - Linked Text Boxes
    - Inserting Text from a File
    - Activity 6-4

Lesson 8: Using Mail Merge

- The Mail Merge Features
    - Mail Merge
    - Mail Merge Fields
    - Mail Merge Rules
    - Data Sources
    - The Mail Merge Process
    - The Mailings Tab
    - The Mail Merge Wizard and Related Dialog Boxes
    - Opening a Mail Merge Document with a Data Source Attached
    - Unlinking a Data Source
    - Activity 8-1
- Merge Envelopes and Labels
    - Merge Options for Envelopes and Labels
    - Creating a Single Envelope or Label
    - Set Up a Return Address
    - Activity 8-2
- Create a Data Source Using Word
    - Data Sources
    - Data Guidelines
    - Creating a Data Source Using Word
    - Activity 8-3

Lesson 9: Using Macros

- Automate Tasks Using Macros
  - Macros
  - The Developer Tab
  - The Macros Dialog Box
  - Macro Security
  - Macro Security Components
  - Activity 9-1
- Create a Macro
  - The Record Macro Dialog Box
  - Creating Keyboard Shortcuts for Macros
  - Assigning Macros to Buttons
  - Managing Macros with the Organiser
  - Visual Basic for Applications
  - Activity 9-2

Talk to our expert team

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