



# BREWSTER TECHNOLOGY

## COMPUTER TRAINING & SERVICE

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16 MOUNT EBO ROAD SOUTH, SUITE 18 • BREWSTER • NEW YORK • 10509  
Phone - (845) 279-9400 • Fax - (845) 279-9413

### What's in Word Advanced Skills 2013:

This is the continuation of Word Essential Skills 2013, this course teaches students some intermediate to advanced skills to create a variety of complex documents. Upon successful completion of Word Advanced Skills 2013, students will be prepared for the Microsoft Exam and will have full knowledge of the Microsoft Word 2013 application.

### Target Audience:

Individuals looking to enhance their knowledge of Microsoft Word 2013

### Prerequisites:

Microsoft Word Essential Skills 2013

### Duration:

12 hours



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### Topics Covered in Word Advanced Skills 2013:

#### Reviewing Documents

- Lesson Objectives
- Managing Documents
- Setting Tracking Options
- Tracking Changes or Comments
- Reviewing a Document from Others
- Comparing or Combining Documents
- Deleting Draft Versions of Documents
- Resolving Multi-document Style Conflicts
- Protecting Documents
- Using Passwords
- Using the Document Inspector
- Marking a Document as Final
- Lesson Summary
- Review Questions

#### Applying Advanced Formatting

- Lesson Objectives
- Using Wildcards in Searches
- Setting Advanced Formatting Features
- Changing Character Spacing Options
- Setting Advanced Layout Options
- Using AutoFormat
- Working with Section Links
- Linking Text Boxes
- Customizing Styles
- Customizing Field Formats
- Lesson Summary
- Review Questions

#### Customizing Document Elements

- Lesson Objectives
- Working with Building Blocks
- Using Quick Parts
- Using the Building Blocks Organizer
- Customizing Themes
- Modifying the Colors
- Modifying the Fonts
- Customizing Style Sets
- Working with Templates
- Sharing Template Tools
- Lesson Summary

- Review Questions

#### Working with Forms

- Lesson Objectives
- Creating Mailing Documents
- Understanding the Main Document
- Understanding Data Sources
- How Do I Merge?
- Using Existing Documents
- Setting Rules for Merges
- Creating Online Forms
- Locking the Form
- Lesson Summary
- Review Questions

#### Working with Large Documents

- Lesson Objectives
- Creating Outlines
- Using Master Documents
- Referencing Information
- Creating a Table of Contents
- Creating an Index
- Inserting a Table of Figures
- Using a Table of Authorities
- Setting Advanced Reference Options
- Lesson Summary
- Review Questions

#### Setting Up Global Accessibility

- Lesson Objectives
- Preparing Documents
- Adjusting the Display
- Setting the Language
- Changing the View Mode
- Using Voice or Speech Devices
- Managing Fonts
- Checking Documents for Accessibility
- Using Alt-Text
- Modifying Tab Order in Forms
- Lesson Summary
- Review Questions



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### What's in Word Advanced Skills 2016:

This is the continuation of Word Essential Skills 2016, this course teaches students some intermediate to advanced skills to create a variety of complex documents. Upon successful completion of Word Advanced Skills 2016, students will be prepared for the Microsoft Exam and will have full knowledge of the Microsoft Word 2016 application.

### Target Audience:

Individuals looking to enhance their knowledge of Microsoft Word 2016

### Prerequisites:

Microsoft Word Essential Skills 2016

### Duration:

12 hours



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### Topics Covered in Word Advanced Skills 2016:

#### Using Advanced Design Elements

- Lesson Objectives
- Customizing Templates
- Sharing Template Tools
- Working with Styles
- Creating Styles
- Modifying Styles
- Styles, Structure, and Navigation
- Customizing Themes and Style Sets
- Customizing Themes
- Customizing Color Sets
- Customizing Font Sets
- Managing Multiple Font Options
- Customizing Style Sets
- Searching for Specific Information
- Searching with Wildcards
- Finding and Replacing Formatting
- Controlling the Text Flow
- Text Flow Options
- Using Hyphenation
- Using Line Numbers

#### Managing Documents

- Lesson Objectives
- Managing Documents
- Using Comments
- Using Track Changes
- Reviewing a Document
- Importing and Linking to External Content
- Importing External Data as an Object
- Importing External Data as Text
- Linking Text Boxes
- Comparing and Combining Documents
- Combining Documents
- Resolving Style Conflicts
- Managing Document Versions
- Protecting Documents
- Encrypting a Document with a Password
- Restricting Editing
- Restricting Access
- Marking a Document as Final
- Adding a Digital Signature

#### Using Productivity Tools

- Customizing Global Settings
- Displaying Hidden Ribbon Tabs
- Setting the Default Font

- Setting Up Forms
- Creating Online Forms
- Inserting Content Controls
- Content Control Properties
- Adding Help Tips
- Locking the Form
- Working with Building Blocks
- Using Quick Parts
- Using the Building Blocks Organizer
- Understanding Macros
- Configuring Security for Macros
- Recording Macros
- Running Macros
- Editing Macros
- Organizing Macros

#### Working with Advanced References

- Accommodating a Global Audience
- Utilizing Global Content Standards
- Using Alt Text
- Configuring Language Options
- Adding Document References
- Using Captions
- Inserting a Table of Figures
- Creating Indexes
- Index Entry Types
- Marking Index Entries
- Generating an Index
- Updating an Index
- Creating a Table of Contents
- Choosing a Format Style
- Customizing the Table of Contents
- Updating the Table of Contents
- Understanding Mail Merge
- Understanding Recipient Lists
- Managing Recipient Lists
- Understanding Main Documents
- Inserting Merge Fields
- Previewing the Merge Results
- Finishing the Merge