

# Word Advanced

This course is for experienced Microsoft Word users who need to know how to use the more advanced features of Word. You will learn how to automate processes with macros, create custom templates, collaborate on documents and track changes, use fields and electronic forms and create a table of contents for a long document.

## Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced users of Microsoft Word

Prerequisites: Successful completion of MCI's Word Intermediate course or equivalent knowledge and skills.

## Learning Outcomes

At the end of this program you will be able to:

- Create custom templates
- Create and use fields and forms capture user input
- Create a table of contents for long documents
- Use the track changes tools review documents
- Record and run simple macros to automate routine tasks

## Course Content

### Templates and themes

- Create a custom template
- Copy styles between templates
- Apply a theme
- Modify theme attributes

### Fields and Forms

- Inserting a document information field
- Showing field codes
- Updating fields automatically
- Creating a form
- Inserting form controls
- Using an electronic form

## Table of contents

- Inserting a table of contents
- Updating page numbers
- Updating the table of contents

## Tracking changes and comparing documents

- Enabling and disabling track changes
- Accepting and rejecting changes
- Comparing and merging documents
- Co-authoring a shared document

## Macros

- Recording a macro
- Running a macro
- Editing a macro