

Word 2010/2013 Level 3

Audience	This advanced course is appropriate for experienced Word users who know how to enter and edit text, edit text in columns using tables and sections, set page margins, insert page and section breaks, apply and format styles, and insert headers/footers.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to teach learners how to create long documents including inserting a table of contents and index, collaborate on a document and use the Share feature to collaborate, distribute documents with mail merge, insert and modify graphics, use tables to layout text, and create and edit macros.
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create and modify a table of contents and index■ Create bookmarks, cross-references, footnotes, and endnotes■ Track changes and set track changes options■ Review and edit a document with tracked changes■ Compare and combine documents■ Protect a document from opening, formatting, and/or editing■ Share documents and present documents online■ Merge documents with mailing lists for distribution■ Insert pictures and clip art into a document■ Insert and modify SmartArt and shapes■ Format, move, copy, and caption graphics■ Run and record a macro■ Add a macro button to the Quick Access toolbar■ Manage macros■ Merge and split cells and split tables■ Create table headings and captions■ Apply and create a table style■ Insert a Quick Table and save it to the gallery■ Convert text to tables and tables to text■ Sort data in a table■ Create decimal tabs in cells
Length	1 day



- I. Working with Long Documents**
 - A. Creating a Table of Contents
 - B. Updating a Table of Contents
 - C. Creating a Bookmark
 - D. Working with Hyperlinks
 - E. Inserting a Cross-reference
 - F. Generating an Index
 - G. Creating Footnotes and Endnotes
 - H. (Optional) Creating a Bibliography
 - I. (Optional) Creating a Table of Authorities

- II. Document Collaboration and Sharing**
 - A. Inserting Comments
 - B. Recording Document Changes
 - C. Setting Track Changes Options
 - D. Reviewing and Editing Changes
 - E. Comparing and Combining Documents
 - F. Viewing Documents Side by Side
 - G. Restricting Formatting and Editing
 - H. Sharing a Document (2013)
 - I. Presenting a Document Online (2013)

- III. Mail Merge**
 - A. What is Mail Merge?
 - B. What are fields?
 - C. Using the Mail Merge Wizard
 - D. Inserting Merge Fields
 - E. Merging to a Document or Printer
 - F. Features of a Data Source
 - G. Editing a Data Source and Data Fields
 - H. Creating a Data Source in Outlook
 - I. Merging to Email

- J. Selecting, Sorting and Filtering Records**

- IV. Working with Graphic Elements**
 - A. Why Use Graphics?
 - B. Inserting a Picture
 - C. Inserting Clip Art
 - D. Selecting and Modifying Graphics
 - E. Drawing and Positioning Shapes
 - F. Formatting Graphics
 - G. Moving and Copying Graphics
 - H. Adding and Modifying SmartArt
 - I. Creating a Caption
 - J. Inserting Microsoft WordArt

- V. Creating and Using Macros**
 - A. What is a Macro?
 - B. Recording and Running a Macro
 - C. Assigning a Macro Shortcut
 - D. Managing Macros
 - E. Editing a Macro

- VI. (OPTIONAL) Advanced Table Techniques**
 - A. Modifying the Table Layout
 - B. Creating Headings and Captions
 - C. Positioning Tables
 - D. Applying a Table Style – Review
 - E. Creating a New Table Style
 - F. Inserting a Quick Table
 - G. Adding a Quick Table to the Gallery
 - H. Converting Text and Tables
 - I. Sorting Data in a Table
 - J. Creating Decimal Tabs in Table Cells
 - K. Calculating Numbers in Tables (Optional)