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Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

## Advanced Microsoft Word 2019 (MS-55274)



### About this course:

A basic knowledge of Microsoft Office 365 and particularly Microsoft Word is a requirement for most available jobs but having an advanced knowledge of these can easily set you apart from all other candidates. An average Office 365 Consultant gets paid around **\$104,073** per annum. However, proficiency at Microsoft Office 365 rather than just having a very introductory level knowledge of the said software is the crux of the matter. This course trains you in achieving that much sought after skill set and guarantees that you are familiar and skilled at more advanced concepts of Microsoft Word 2019.

This course is a master class in highly advanced techniques in Microsoft Word 2019

namely learning how to work with table of contents, adding footnotes and endnotes, adding comments and tracking changes. This course will also help students learn how to compare and combine documents, create envelopes and labels while also train them in using Mail Merge. This course also gives an overview of how to protect your documents.

## **Course Objective:**

Upon completion of this course, the participant should have an advanced skill set and a sound working knowledge of the following principals while also be able to;

- Skillfully work with table of contents.
- Learn how to add proper footnotes and endnotes.
- Be familiar with the concept of inserting bibliographies and indexes.
- Learn how to add and use comments
- Learn the concept of keeping track of changes while also learning how to accept and reject changes
- Develop the skill of comparing and combining documents
- Learn the skill of using mail merge and creating envelopes and labels.
- Effectively protect documents
- Be skilled at the use of adding watermarks, bookmarks and how to customize ribbons.

## **Audience:**

**This particular course is aimed at the following audience;**

- Students with a basic working knowledge of Microsoft Word 2019 and an intention to gain a higher and more advanced skill set .
- Students who wish to learn about the topics in the 2019 interface which have been overviewed by this course

## **Prerequisites:**

The following prerequisites are absolutely necessary to be eligible to take this Microsoft Word 2019 course;

- Intermediate level experience in working with Microsoft Word2019

## **Course Outline:**

### **Module 1: Working with Long Documents**

This module explains how to work with long documents in Microsoft Word.

## **Lessons**

- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

### **Lab : Working with Long Documents Exercises**

- Insert and Update a Table of Contents
- Working with Footnotes
- Insert Citations and a Bibliography

After completing this module, students will be able to:

- Add a table of contents to a Microsoft Word document.
- Update the table of contents.
- Add footnotes to a Microsoft Word document.
- Add endnotes to a Microsoft Word document.
- Insert citations into a Microsoft Word document.
- Insert a bibliography.
- Update the bibliography.
- Mark entries in a document.
- Insert an index into a Microsoft Word document.
- Create an outline in Word.

## **Module 2: Review and Collaborating on Documents**

This module explains how to review and collaborate on Microsoft Word documents.

### **Lessons**

- Adding Comments
- Tracking Changes
- Viewing Changes, Additions, and Comments
- Accepting and Rejecting Changes

### **Lab : Reviewing and Collaborating Exercises**

- Adding Comments to a Document
- Tracking Changes
- Viewing Markup
- Accepting and Rejecting Changes

After completing this module, students will be able to:

- Add and work with comments.
- Track changes and set and change tracking options.
- View changes, additions and comments.
- Use the Reviewing pane.
- Choose what changes to show.
- Accept and reject changes.

### **Module 3: Comparing and Combining Documents**

This module explains how to compare and combine documents in Microsoft Word.

#### **Lessons**

- Comparing Documents
- Combining Documents

#### **Lab : Comparing and Combining Documents Exercises**

- Comparing Documents
- Combining Documents

After completing this module, students will be able to:

- Compare documents to find out what has changed between different versions of a document.

Combine documents to gather revisions made by various individuals into a single document.

### **Module 4: Managing Mailings**

This module explains how to manage mailings in Microsoft Word.

#### **Lessons**

- Creating Envelopes and Labels
- Using Mail Merge

#### **Lab : Managing Mailings Exercises**

- Printing an Envelope
- Using Mail Merge

After completing this module, students will be able to:

- Create and print envelopes in Microsoft Word.

- Create and print labels in Microsoft Word.
- Use Mail Merge to print or email form letters to multiple recipients.

Select mail Merge recipients from an existing list

## **Module 5: Protecting Documents**

This module explains how to protect documents in Microsoft Word.

### **Lessons**

- Making Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing

### **Lab : Protecting a Document**

After completing this module, students will be able to:

- Mark documents as final and make them read only.
- Password protect Microsoft Word documents.
- Restrict formatting options before sharing a document with others.
- Restrict editing options before sharing a document with others

## **Module 6: Random Useful Items**

This module goes over several random and useful features in Microsoft Word.

### **Lessons**

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go To Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security
- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility
- Sharing

### **Lab : Random Useful Items Exercises**

- Using Bookmarks
- Adding Custom Watermarks
- Recording a Macro
- Customizing the Ribbon
- Using the Cloud

After completing this module, students will be able to:

- Add bookmarks to a Microsoft Word document and to use them to jump around the document.
- Add watermarks to a Microsoft Word document.
- Add titles to sections.
- Insert built-in fields.
- Use the Go To feature.
- Customize the ribbon.
- Prepare a document for internationalization and accessibility.
- Learn how to use the Cloud

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