

Microsoft Word Expert

The main focus of this course is how to apply elementary basic techniques in Word and to understand how this program is structured. The course provides practical tools to efficiently take care of texts.

Course duration

The duration of the course is six hours completed in one day.

Audience and prerequisites

Prerequisites for this course is knowledge of the subjects from our Word Basic and Advanced course.

Summary

Collaborating in documents

- Track changes
- Insert Comments
- Compare Documents
- Accept and reject changes
- Translate text

Templates

- Creating a template
- Creating a document based on a template

Working efficient with large documents

- Working with Master document and Subdocuments

Labels and envelopes

- Create loose Envelopes
- Create loose Labels
- Create a sheet of labels with the same text
- Print Labels or Envelopes

Protect a document

- Modify Document Properties
- Check and remove Document Properties
- Set restrictions for editing
- Save with, or encrypt the document with a Password

Creating Forms

- Add the Developer tab to the ribbon
- Add and modify form fields
- Restrict permissions for a form

Save form data as plain text

- Save a form as template

Introduction Creating and using Macros

- Record a macro
- Run a macro
- Assign a button or shortcut key to a macro