

Course:**Microsoft Word 2013: Advanced**

Duration: 1 Day**Description:**

This ILT Series course covers advanced skills and concepts students need to use Microsoft Word 2013 productively and efficiently. Students will learn how to work with fields and perform a mail merge. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will learn how to use document references such as citations, indexes, and tables of contents. They will use Track Changes and prepare documents for sharing and exporting. Finally, they will add interactive elements such as forms and content from other applications, and they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Word. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

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Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 3: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 4: Document references

Topic A: Tables of contents and captions

Topic B: Indexes, bibliographies, and footnotes

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Document interactivity

Topic A: Creating forms

Topic B: Inserting objects and charts

Topic C: Web pages

Unit 7: Working in Word efficiently

Topic A: Customizing the ribbon

Topic B: Macros