

**Microsoft Word: Advanced Level**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

 **Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Description:**

This class focuses on more advanced features such as Quick Parts, templates, macros, and tracking changes. Tools to work with long documents such as table of contents, index, footnotes, endnotes are covered. Students learn to build forms and customize the interface to meet their preferences.

**Core Competencies & Benefits:**

* Modifying the Quick Access Toolbar
* Using AutoCorrect and AutoFormat
* Pagination and other break options
* Headers and footers
* Inserting symbols and equations
* Fast formatting
* Automatically adding elements, cover pages, & Quick Art
* Creating templates
* Working with macros
* Counting words in a document
* Changing the case of words
* Working with Full Screen view
* Viewing thumbnails
* Revealing formatting
* Copying paragraph marks
* Inserting symbols
* Searching for a file with basic file search
* Editing and viewing summary info
* Protect a document with a password
* Customizing the ribbons
* Creating diagrams
* Using comments
* Tracking Changes
* Adding footnotes and endnotes
* Creating a Table of Contents
* Creating an Index
* Building forms