

[AVWSQ-WOR16Advanced]: WSQ ICDL® Microsoft Word 2016 Advanced

Length	: 3 Days
Audience(s)	: Mix from various companies, industries, and departments
Level	: Supervisory, Operations
Technology	: Microsoft Operating System and Microsoft Office 2016
Delivery Method	: Instructor-led (Classroom)

Course Overview

An advanced course preparing participants to advanced word processing features and functionality.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

At Course Completion

Participants will have the knowledge and application skills in using a word processing application at an advanced level. The skills include using advanced operations and features of the word processing application to format, edit, merge mails, review, reference and manage security in word documents.

Pre-Requisites

Users already with Microsoft Word basic proficiency.

Course Outline

Section 1: Working Effectively in Word

Lessons

- Appreciate Design Considerations
 - Purpose of the document
 - Determine the needs of the target audience
 - Gather your information from appropriate Data Sources
 - Other factors to consider
- Recognize Different Available Techniques
 - Hyperlinks
 - Types of Links
 - Saving in different formats

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Section 2: Editing Text

Lessons

- Use Advanced Find and Replace Options
 - Finding Text
 - Replacing Text
 - Use Paste Special Options
 - Use Autocorrect
 - Use AutoFormat
 - Use AutoText
 - Change Text Flow and Wrap

Section 3: Editing Paragraphs

Lessons

- Amend Line Spacing
- Change Paragraph Pagination Options
- Creating Styles
- Apply Outline Levels to Styles
- Work with Multilevel Lists
 - Types of Lists
- Create Columns in a Document
 - Using columns in documents

Section 4: Setting Up Documents

Lessons

- Add and Delete Section Breaks
- Apply Section Formatting
- Apply Headers and Footers to Sections
- Create Watermarks
- Edit and Delete Watermarks

Section 5: Working with Tables

Lessons

- Table Styles and Autoformat Tables
- Merge and Split Cells
- Convert Text to a Table
- Sort Data
- Perform Calculations
- Change Table Properties and Setup

Section 6: Creating References

Lessons

- Create Footnotes and Endnotes
- Create and Format a Table of Contents
- Update a Table of Contents
- Add and Delete Bookmarks
- Create and Delete Cross-References

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- Add Captions
- Create a Table of Figures
- Create and Edit Index Entries

Section 7: Collaborative Editing

Lessons

- Add and Remove Comments
- Edit Comments
- Track Changes to a Document
- Accept or Reject Changes
- Compare and Combine Documents
- Combine Documents

Section 8: Working with Master Documents and Templates

Lessons

- Create a Master Document
- Create a Subdocument
- Add and Remove a Subdocument
- Save Template
- Create a New Document from a Template
- Modify a Template

Section 9: Securing Documents

Lessons

- Password protect a document
- Change Passwords
- Remove Password Protection
- Protect Document for Track Changes and Comments

Section 10: Mail Merge

Lessons

- Use Mail Merge Ribbon
- Edit a Mail Merge Data Source
- Sort and Query a Data Source
- Finish Merge
- Use Ask and If Fields
- Use Different Data Sources

Section 11: Linking and Embedding Data

Lessons

- Link Data into a Document
 - Linked Object
 - Embedded Object
- Update and Break Links
- Link Text Boxes
- Embed Data

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- Modify Embedded Data

Section 12: Working with Field Codes and Forms

Lessons

- Insert Field Codes
- Delete, Edit and Update Field Codes
- Lock or Unlock a Field
- Create and Edit a Form
- Change Form Field Options
- Delete Form Fields
- Protect Form

Section 13: Using Macros

Lessons

- Record Macro
- Run a Macro
- Assign a Macro to a Button

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