

SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing The SmartArt Style
- Changing SmartArt Colours
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt

Longer Documents

- Understanding Tables Of Contents
- Inserting A Table Of Contents
- Navigating With A Table Of Contents
- Updating Page Numbers
- Updating A Table Of Contents
- Customising A Table Of Contents
- Formatting A Table Of Contents
- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Marking Index Entries With An AutoMark File
- Removing Marked Entries
- Generating An Index
- Modifying The Index Format
- Updating An Index

Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating A Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document

Footnotes and Endnotes

- Understanding Footnotes And Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Locating Footnotes And Endnotes
- The Footnote And Endnote Dialog Box
- Changing The Number Format
- Converting Footnotes And Endnotes
- Deleting Footnotes And Endnotes

- Bookmarks and Cross References
- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Creating Cross-References
- Deleting Cross-References

AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat As You Type

Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting A Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling The Spelling & Grammar Checker
- Customising The Spelling Checker
- Customising The Grammar Checker
- Using The Thesaurus
- Setting A Different Proofing Language
- Translating Selected Text
- Setting The Default Language
- Understanding Custom Dictionaries
- Adding Words To The Custom Dictionary
- Adding Words To The Custom Dictionary File
- Deleting Words From The Custom Dictionary
- Creating A Custom Dictionary
- Changing The Default Custom Dictionary
- Disabling And Enabling A Custom Dictionary
- Removing A Custom Dictionary

Working Collaboratively

- Co-Authoring Documents
- Saving To SkyDrive
- Sharing Documents
- Opening Shared Documents
- Inserting Comments
- Working With Comments

- Printing Comments

Tracking Changes

- Understanding Tracking Changes
- Enabling And Disabling Tracked Changes
- Switching Between Simple Markup And All Markup
- Using Comments In Tracked Changes
- Showing And Hiding Markup
- Showing Revisions Inline And In Balloons
- Advanced Tracking Options
- Accepting And Rejecting Changes

Comparing Documents

- Understanding Document Comparisons
- Selecting Documents To Compare
- Accepting And Rejecting Changes
- Saving The Revised Document

Protecting Documents

- Understanding Document Protection
- Making A Document Read-Only
- Working With A Read-Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying An Open Document Password
- Applying A Modify Document Password

Fields

- Understanding Fields
- The Field Dialog Box
- Inserting A Document Information Field
- Setting Field Properties
- Showing And Hiding Field Codes
- Showing And Hiding Field Shading
- Inserting Formula Fields
- Inserting A Date And Time Field
- Updating Fields Automatically When Printing
- Locking And Unlocking Fields
- Applying A Number Format
- Understanding Interactive Fields
- Inserting A FILLIN Field
- Typing Field Codes Into A Document
- Activating Interactive Fields

Microsoft Word 2013 - Advanced



Inserting An ASK Field
Using REF To Display
Bookmarks
Activating Fields Automatically

Electronic Forms

Understanding Electronic Forms
In Word
Creating The Form Layout
Understanding Content Controls
Displaying The Developer Tab
Inserting Text Controls
Setting Content Control
Properties
Inserting The Date Picker Control
Inserting Prompt Text
Inserting Formulas
Inserting A Combo Box Control
Inserting A Drop-Down List
Control
Protecting And Saving The Form
Using An Electronic Form
Editing A Protected Form

Macros

Understanding Macros In Word
Setting Macro Security
Saving A Document As
MacroEnabled
Recording A Macro
Running A Macro
Assigning A Macro To The
Toolbar
Assigning A Keyboard Shortcut
To A Macro
Editing A Macro
Creating A MacroButton Field
Copying A Macro
Deleting A Macro
Tips For Developing Macros