

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

Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating With a Table of Contents
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- Updating a Table of Contents
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- Formatting a Table of Contents

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- Understanding Indexing
- Marking Index Entries
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- Marking Index Entries With an AutoMark File
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- Modifying the Index Format
- Updating an Index

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- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
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- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
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- Inserting Endnotes
- Locating Footnotes and Endnotes
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Bookmarks

- Creating Bookmarks
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- Deleting Bookmarks

Cross Referencing

- Creating Cross-References
- Deleting Cross-References
- Challenge Exercise
- Challenge Exercise Workspace
- AutoCorrect
- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
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Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
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Document Proofing Features

- Proofreading Your Document
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- Using the Thesaurus
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Custom Dictionaries

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- Adding Words to the Custom Dictionary File
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Working Collaboratively

- Co-Authoring Documents
- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents

Document Commenting

- Inserting Comments
- Working With Comments
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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
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- Understanding Document Protection
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- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
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- Stopping Document Protection
- Applying an Open Document Password
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Working With PDF Documents

- Understanding PDF Documents
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- Viewing a PDF File in Reader
- Opening and Editing a PDF in Word

Fields

- Understanding Fields
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- Inserting a Document Information Field
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- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
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- Updating Fields Automatically When Printing
- Locking and Unlocking Fields
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Interactive Fields

- Understanding Interactive Fields
- Inserting a FILLIN Field
- Typing Field Codes Into a Document
- Activating Interactive Fields
- Inserting an ASK Field

Microsoft Word 2016 - Advanced



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