

## Course Content of Ms Word Advance Level:

**Course Outline Module 1: Working with Long Documents** This module explains how use Microsoft Word's features to get the most out of working with longer documents.

### Lessons

- Adding a Table of Contents
- Updating a Table of Contents
- Deleting the Table of Contents
- Exercise: Insert and Update a Table of Contents
- Footnotes and Endnotes
- Exercise: Working with Footnotes
- Inserting Citations and a Bibliography
- Exercise: Insert Citations and a Bibliography
- Adding an Index
- Exercise: Inserting an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

After completing this module, students will be able to:

- Add a table of contents to a Microsoft Word document.
- Update a table of contents.
- Add footnotes to a Microsoft Word document.
- Add endnotes to a Microsoft Word document.
- Insert citations into a Microsoft Word document.
- Insert a bibliography.
- Mark entries in a document.
- Insert an index into a Microsoft Word document.
- Create an outline in Word.

**Module 2: Review and Collaborating on Documents** This module explains how to review and collaborate on documents with others.

### Lessons

- Adding Comments
- Exercise: Adding Comments to a Document
- Tracking Changes
- Exercise: Tracking Changes
- Viewing Changes, Additions, and Comments
- Exercise: Viewing Markup
- Accepting and Rejecting Changes
- Exercise: Accepting and Rejecting Changes

After completing this module, students will be able to:

- Add and work with comments.
- Track changes and set and change tracking options.

- View changes, additions, and comments.
- Use the Reviewing pane.
- Choose what changes to show.
- Accept and reject changes.

**Module 3: Comparing and Combining Documents** This module explains how compare and combine documents in Microsoft Word.

### Lessons

- Comparing Documents
- Exercise: Comparing Documents
- Combining Documents
- Exercise: Combining Documents

After completing this module, students will be able to:

- Compare documents to find out what has changed between different version of a document.
- Combine documents to gather revisions made by various individuals into a single document.

**Module 4: Managing Mailings** This module explains how manage mailings using Microsoft Word

### .Lessons

- Creating Envelopes and Labels
- Exercise: Printing an Envelope
- Using Mail Merge
- Exercise: Using Mail Merge

After completing this module, students will be able to:

- Create and print envelopes in Microsoft Word.
- Create and print labels in Microsoft Word.
- Use Mail Merge to print or email form letters to multiple recipients.
- Select Mail Merge recipients from an existing list.

**Module 5: Protecting Documents** This module explains how to use Microsoft Word features to protect documents.

### Lessons

- Making Microsoft Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing
- Exercise: Protecting a Document

After completing this module, students will be able to:

- Mark documents as final and make them read only.
- Password protect Microsoft Word documents.
- Restrict formatting options before sharing a document with others.
- Restrict editing options before sharing a document with others.

**Module 6: Random Useful Items** This module explains how to use various Microsoft Word features to enhance your use of the program.

## Lessons

- Add bookmarks to a document and use them to jump around a document.
- Add watermarks to a Microsoft Word document.
- Add titles to sections.
- Insert built-in fields.
- Use the Go To feature.
- Customize the ribbon.
- Prepare a document for internationalization and accessibility.

After completing this module, students will be able to:

- Add bookmarks.
- Add watermarks.
- Add titles to sections.
- Insert built-in fields.
- Use the Go To feature.
- Customize the ribbon.
- Prepare a document for internationalization and accessibility.

**Module 7: New Features as of 2013** This module explains how to use the Cloud and Resume Reading feature, new since 2016.

## Lessons

- Using the Cloud
- Exercise: Using the Cloud
- Resume Reading Feature

After completing this module, students will be able to:

- Use the Cloud
- Use the Resume Reading feature

**Module 8: New Features in Word 2016** This module explains how to use features new in Word 2016.

## Lessons

- Ink Equations
- Version History
- Shape Formatting
- Sharing