



Word 2016 Level 3 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Assign themes and insert graphics to add visual appeal to documents and Web pages created in Word, including the use of clip art, WordArt, SmartArt, charts, and shape.
- Divide documents into separate sections, add headers and footers, and divide pages into multiple text columns.
- Use Outline view and the Navigation pane to organize documents, create tables of contents and indexes, add references to help navigate and display document information, sort lists in regular text and tables, and set up mathematical formulas in Word table.
- Track document changes, insert comments, protect documents from being changed, and compare and merge documents.
- Record and edit macros to automate repetitive actions, assign keyboard shortcuts to macros, and customize the Quick Access Toolbar to quickly access macros and command.

This course is for students who want to work with the advanced features of Microsoft Office Word documents.

Course Content:

Working with Graphics

Inserting Files and Graphics
Creating Illustrations
Adding Charts; Using Themes

Designing Page Layout

Working with Sections
Working with Multiple Columns
Adding Headers and Footers

Organizing Documents

Working with Outlines; Using the Navigation Pane
Creating Tables of Contents and Indexes
Working with References
Sorting and Calculating

Revising Documents

Managing Revisions; Inserting Comments
Protecting Documents; Comparing/Merging Documents
Managing Document Information

Automating Actions

Creating and Editing Macros
Running and Deleting Macros