

Ref : EB21-415

# Word 2016

## Advanced techniques

### Aim

You master the essential commands and wish to evolve towards more advanced techniques. This training programme will make it possible for you to discover or improve your knowledge on managing and elaborating documents (inserting tables, images and graphic objects, creating and managing templates, mailings, long documents, tracked changes...).

Target audience	Level required	Estimated time to complete the essential modules
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Word's advanced techniques without difficulty.	11h

## Course content

### ► The essential modules

#### Word 2016 – Level 2: Intermediate skills

 MEDIPlus eLearning	<p>This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.</p>
	<p><b>Avoid repetitive typing</b></p> <ul style="list-style-type: none"> <li>• Creating an AutoText</li> <li>• Using an AutoText</li> <li>• Managing AutoTexts</li> <li>• The computer's date and time</li> </ul>
	<p><b>Create a table</b></p> <ul style="list-style-type: none"> <li>• Creating a table</li> <li>• Text input and moving around in a table</li> <li>• Selecting and inserting rows and columns</li> <li>• Deleting rows and columns</li> <li>• Table styles</li> <li>• Formatting cells</li> <li>• Row height and column width</li> <li>• Alignment in cells and table alignment</li> <li>• Merging or splitting a table's cells</li> <li>• Converting text to table, table to text</li> <li>• Sorting a table, a list or paragraphs</li> <li>• Calculations in a table</li> </ul>
	<p><b>Add graphic objects to your texts</b></p> <ul style="list-style-type: none"> <li>• Drawing an object</li> <li>• Sizing/rotating/adjusting a drawing object</li> <li>• Moving/copying a drawing object</li> <li>• Formatting a drawing object</li> </ul>

- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

#### **Make letters - or mailshots - simple**

- Creating envelopes/address labels
- You need to know: The mail merge
- Mail merge: associating a list of recipients with a document
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data

## Word 2016 – Level 3: Advanced skills



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eLearning

This module offers interactive training consisting of 46 training videos, 46 exercises and 7 additional resources.

#### **Master themes, styles and templates**

- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating and using a template
- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

#### **Get started with long documents**

- Moving around in a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Title Hierarchy
- Outline view
- Table of contents

#### **Perfect your long documents**

- Bookmarks
- Cross references
- Hyperlinks

- Text in columns
- Master document
- Index
- Citations and bibliography

**Work as a team**

- Blog posts
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

**Find out more...**

- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Microsoft account, OneDrive and Office 365 SharePoint
- You need to know: Best practice with a word processor
- You need to know: Sharing a document

► **Complementary material**

Word 2016 – Reference book



Online book

This module includes digital course material.

Word 2016 – Level 1: Essential skills



MEDIAplus  
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This module offers interactive training consisting of 54 training videos, 54 exercises and 6 additional resources.