

Ref : En_EB21-615

Word 2021

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

Users who have mastered the essential commands and wish to move towards more advanced techniques.

Level required

The essential commands must be mastered in order to access Word's advanced techniques without difficulty.

Estimated time to complete the essential modules

11h

Course content

► The essential modules

Word 2021 – Level 2: Intermediate skills



MEDIPlus
eLearning

This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.

Avoid repetitive typing

- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- System date and time

Create a table

- Creating a table
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Cell and table alignment
- Merging or splitting a table's cells
- Converting text to table or table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

Add graphic objects to your texts

- Drawing an object
- Managing drawing objects: sizing, rotating, adjusting
- Managing drawing objects: moving and copying
- Formatting a drawing object
- Text in a drawing object or WordArt
- Formatting text in an object or 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 or address labels
- You need to know: Mail merge
- Associating a list of recipients with a mail merge 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 2021 – Level 3: Advanced skills



MEDIAplus
eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 4 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 and endnotes
- Managing footnotes and endnotes
- Outline levels
- 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

- You need to know: Import, export and interoperability with Word
- Diffusing Word data: PDF, XPS, text, web pages and e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Sharing a document
- Finalising a document

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: Best practice with a word processor

Microsoft Office: use cases

Excel, Word or PowerPoint with a Microsoft 365 subscription



Video

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Microsoft 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

▶ **Complementary material**

Word 2021 – Reference book



Online book

This module includes digital course material.

Word 2021 – Level 1: Essential skills



MEDIAplus
eLearning

This module offers interactive training consisting of 55 training videos, 55 exercises and 6 additional resources.