



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

WORD 2016 ADVANCED – 2 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
Microsoft Word 2016 Advanced is designed for users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.	<ul style="list-style-type: none"> Create and work with SmartArt Create and work with a table of contents Create and work with an index in a document Create and work with master documents Insert and edit footnotes and endnotes Create, use and delete bookmarks Create and delete cross references Use AutoCorrect to automatically correct words and phrases Create and use building blocks Use a range of document proofing features Work with custom dictionaries Use the features of Word to work collaboratively with others Use reviewing and commenting tools when editing documents Understand and use the tracking feature in Word Compare multiple versions of the same document Create and remove protection for your document Work with a PDF document Understand, insert and work with fields in a document Create and use interactive fields. Create and work with electronic forms in Word Create and work with macros 	Expand their skills and knowledge in using Microsoft Word in order to create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.



COURSE DETAILS

Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

**PLEASE CONTACT PEAK SERVICES
FOR COURSE FEES OR A PROPOSAL
FOR ONSITE/IN-HOUSE
TRAINING PROPOSALS**

**REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au**





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COURSE ELEMENTS

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
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents

INDEXING

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries With an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index

MASTER DOCUMENTS

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document

FOOTNOTES AND ENDNOTES

- Understanding Footnotes and

- Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Locating Footnotes and Endnotes
- The Footnote and Endnote Dialog Box
- Changing the Number Format
- Converting Footnotes and Endnotes
- Deleting Footnotes and Endnotes

BOOKMARKS

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

CROSS REFERENCING

- Creating Cross-References
- Deleting Cross-References

AUTOCORRECT

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat as You Type

BUILDING BLOCKS

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

DOCUMENT PROOFING FEATURES

- Proofreading Your Document
- Using Proofreading Marks
- Disabling the Spelling and Grammar Checker
- Customising the Spelling Checker
- Customising the Grammar Checker
- Using the Thesaurus
- Setting a Different Proofing Language

- Translating Selected Text
- Setting the Default Language

CUSTOM DICTIONARIES

- Understanding Custom Dictionaries
- Adding Words to the Custom Dictionary
- Adding Words to the Custom Dictionary File
- Deleting Words From the Custom Dictionary
- Creating a Custom Dictionary
- Changing the Default Custom Dictionary
- Disabling and Enabling a Custom Dictionary
- Removing a Custom Dictionary

WORKING COLLABORATIVELY

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

DOCUMENT COMMENTING

- Inserting Comments
- Working With Comments
- Printing Comments

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
- Accepting and Rejecting Changes
- Saving the Revised Document



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COURSE ELEMENTS

PROTECTING DOCUMENTS

- Understanding Document Protection
- Making a Document Read Only
- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting
- Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying an Open Document Password
- Applying a Modify Document Password

WORKING WITH PDF DOCUMENTS

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

FIELDS

- Understanding Fields
- The Field Dialog Box
- Inserting a Document Information Field
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- Inserting Formula Fields
- Inserting a Date and Time Field
- Updating Fields Automatically When Printing
- Locking and Unlocking Fields
- Applying a Number Format

INTERACTIVE FIELDS

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