



INFOCUS COURSEWARE

Microsoft Word 2016

Level 3 (with Challenge Exercises)



Product Code: INF1652

ISBN: 978-1-925349-20-7

❖ General Description

Microsoft Word 2016 - Level 3 (with Challenge Exercises) is designed for Microsoft Word 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.

❖ Learning Outcomes

At the completion of this course you should be able to:

- 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

❖ Prerequisites

Microsoft Word 2016 - Level 3 assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

222 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence



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❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Contents

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing the SmartArt Style
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- Changing a SmartArt Layout
- Adding More Shapes to SmartArt
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- Challenge Exercise
- Challenge Exercise Sample

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- Customising a Table of Contents
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- Merging Subdocuments
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- Using Proofreading Marks
- Disabling the Spelling and Grammar Checker
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- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents
- Challenge Exercise
- Challenge Exercise Workspace

Document Commenting

- Inserting Comments
- Working With Comments
- Printing Comments
- Challenge Exercise



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Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Comparing Documents

Understanding Document Comparisons
Selecting Documents to Compare
Accepting and Rejecting Changes
Saving the Revised Document
Challenge Exercise
Challenge Exercise Sample

Protecting Documents

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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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Interactive Fields

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Using REF to Display Bookmarks
Activating Fields Automatically
Challenge Exercise
Challenge Exercise Sample

Electronic Forms

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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
Challenge Exercise
Challenge Exercise Data

Macros

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Setting Macro Security
Saving a Document as Macro-Enabled
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
Challenge Exercise
Challenge Exercise Data



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