

Word: Advanced

Advanced – Level 3	
Automating your work including:	Advanced Formatting including:
Recording and running a macro Saving and deleting your macros More on creating and using Styles Creating fill-in forms and templates More on document revisions Customizing the Word environment including additional Ribbon tabs Inserting charts and Excel data in your reports	More on headers , footers & section breaks Creating a Table of Contents Creating an Index Using Word data with other programs Adding hyperlinks to a report Hyphenation, word spacing and keep together Cross references and captions Managing document versions Options for handling different document formats Sharing a document Comparing & reviewing document changes Creating a master document Inserting citations and adding a bibliography
Miscellaneous including:	
Tips, tricks and traps Creating multi level outlines Bookmarks, endnotes and footnotes Annotations and revision marks Editing restrictions & formatting with document protection Adding a digital signature	