



## Microsoft Word 2016 Level 3

Course WRD16-3 1 Day Instructor-led, Hands on

### Introduction

Students will learn some of the advanced features of Microsoft Word, including the automating of processes, creating mail merges, working with long documents, and learning about collaboration and security features in Microsoft Word.

### At Course Completion

Upon successful completion of this course, students will be able to:

- Link Microsoft Word to other programs
- Use Macros to automate processes
- Create mail merges
- Work with long documents
- Collaborate on documents
- Secure documents
- Create forms

### Prerequisites

Students should be familiar enough with Microsoft Word to be able to create, edit, and format documents as well as work with lists, tables, and page layouts.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Word 2016 Level 1
- Microsoft Word 2016 Level 2

### Course Outline

#### Module 1: Linking Word with Other Programs

- Linking a Document to an Excel Spreadsheet
- Link a Chart to Excel Data
- Sending an E-Mail from Word
- Using the Word Screenshot Feature

#### Module 2: Working with Macros

- Recording a Macro
- Running a Macro
- Editing and Deleting a Macro
- Using Macro Security

#### Module 3: Creating Mail Merges

- Performing a Mail Merge in a Word Document

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- Inserting Envelopes and Labels
- Performing a Mail Merge with Envelopes and Labels

#### **Module 4: Working with Large Documents**

- Adding a Table of Contents
- Adding Multiple Page Numbering Types
- Inserting a Caption
- Inserting a Table of Figures
- Inserting Footnotes and Endnotes
- Inserting an Index
- Adding a Citation and a Bibliography
- Inserting a Bookmark, Hyperlink and Cross Reference

#### **Module 5: Collaborating on Documents**

- Reviewing a Document and Tracking Document Changes
- Adding a Comment
- Comparing and Merging Document Changes

#### **Module 6: Protecting Document Security**

- Hiding Text
- Setting Formatting and Editing Restrictions
- Setting up Autorecover Options

#### **Module 7: Creating Forms**

- Examining How a Form Works
- Adding Fields to a Form
- Protecting a Form