

# MICROSOFT WORD - LEVEL 3 / ADVANCED (2013, 2016)

Course Code: 7175

Learn how to create interactive forms, webpages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes.

Student will learn how to create interactive forms, web pages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Word 2013-Level 3, or Microsoft Word 2016-Level 3.

## What You'll Learn

Upon completion of the course, participants will be able to accomplish the following:

- Explore the User Interface
- Work with Forms
- Work with Webpages
- Macros
- Reviewing Documents
- Use Reference Tools
- Customizing

## Who Needs to Attend

This course is intended for participants who are interested in learning about Microsoft Word.

## Prerequisites

An intermediate Word course, or equivalent experience using the program.

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CLASSROOM LIVE

\$295 USD

1 Day

## Classroom Live Outline

### **Explore the User Interface (If Required for Upgrade Students)**

- Office Button
- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

### **Work with Forms**

- Use the Developer Tab
- Create Forms
- Add and Format Form Controls
- Group Controls
- Test, Protect and Distribute Forms
- Assign Help to a Form Field
- Use Legacy Controls

### **Work with Webpages**

- Create Webpages
- Use Legacy and ActiveX Controls on Webpages
- Save as Webpage Options

### **Macros**

- Set Macro Security
- Record a Macro
- Assign a Macro to a Keystroke or Quick Access Toolbar
- Copy a Macro From a Template

## **Reviewing Documents**

- Add, Edit, Navigate and Delete Comments
- Use the Review Pane
- Track and Review Changes
- Track Changes Options
- Inspect the Document
- Prepare for Sharing
- Compare and Combine Documents
- Protect Documents
- Create and Modify Outlines

## **Use Reference Tools**

- Create a Table of Contents from Heading Styles
- Create a Table of Contents from an Outline
- Format, Modify and Update a TOC
- Add Footnotes and Endnotes
- Navigate and Edit Footnotes and Endnotes
- Use Bookmarks
- Use Cross References
- Create a Bibliography
- Manage Bibliography Sources and Choose Styles
- Add Captions and Create a Table of Figures
- Mark Entries and Create an Index
- Update and Modify an Index
- Create and Update a Table of Authorities
- Create and Use Outlines
- Drag and Drop Headings
- Create a Master Document
- Create and Work with Sub Documents

## **Customizing**

- Customize Word Options
- Use the Info Pane
- Use the Share Pane

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Course Code: 7175

VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

## Virtual Classroom Live Outline

### **Explore the User Interface (If Required for Upgrade Students)**

- Office Button
- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

### **Work with Forms**

- Use the Developer Tab
- Create Forms
- Add and Format Form Controls
- Group Controls
- Test, Protect and Distribute Forms
- Assign Help to a Form Field
- Use Legacy Controls

### **Work with Webpages**

- Create Webpages
- Use Legacy and ActiveX Controls on Webpages
- Save as Webpage Options

### **Macros**

- Set Macro Security
- Record a Macro
- Assign a Macro to a Keystroke or Quick Access Toolbar
- Copy a Macro From a Template

## **Reviewing Documents**

- Add, Edit, Navigate and Delete Comments
- Use the Review Pane
- Track and Review Changes
- Track Changes Options
- Inspect the Document
- Prepare for Sharing
- Compare and Combine Documents
- Protect Documents
- Create and Modify Outlines

## **Use Reference Tools**

- Create a Table of Contents from Heading Styles
- Create a Table of Contents from an Outline
- Format, Modify and Update a TOC
- Add Footnotes and Endnotes
- Navigate and Edit Footnotes and Endnotes
- Use Bookmarks
- Use Cross References
- Create a Bibliography
- Manage Bibliography Sources and Choose Styles
- Add Captions and Create a Table of Figures
- Mark Entries and Create an Index
- Update and Modify an Index
- Create and Update a Table of Authorities
- Create and Use Outlines
- Drag and Drop Headings
- Create a Master Document
- Create and Work with Sub Documents

## **Customizing**

- Customize Word Options
- Use the Info Pane
- Use the Share Pane



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PRIVATE GROUP TRAINING

1 Day

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