

Improving Efficiency - Word Intermediate - 1 day



Pre-requisites

To gain the most from this course you need to have experience in working with Word and/or have completed the Intermediate Formatting Documents Made Easy course.

Description

Do you need to:

- Create documents using styles
- Work with company or departmental templates for a consistent look
- Link a Custom multilevel list to heading styles
- Compare and Combine documents
- Protect content in documents by restricting formatting and editing by other users

Aim

This course aims to provide the skills and knowledge required to use styles and templates effectively to create professional looking documents. This course also aims to introduce users to the features of document tracking and revision.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Create Heading, List, Paragraph and Table styles
- Use built in templates; create and attach a template
- Use Outline View
- Use comments and revisions
- Track and review revisions by different reviewers
- Compare and Combine documents
- Protect content in documents by restricting formatting and editing by other users

Work with Fields and Create Forms

Appendix – This section is taught, time permitting and/or if requested by group.

Topics Covered

Key topics covered on this course include:

Working with Styles

- Create and modify Styles using the task pane dialog box
- Use and modify built-in styles
- Apply Table styles and multilevel List styles
- Link a Custom multilevel list to heading styles
- Import/Export Styles
- Attach a template style to a document

Plan Documents using Outlines

- Use Outline view to manage large documents

Work with Templates

- Create documents from pre-built Templates
- Create your own Template
- Use fill-in fields in templates
- Protect templates to limit formatting and editing by other users

Collaborate with others

- Control comments and Revisions
- How to Reply to Comments and Mark Comments as Done
- Set preferences for Comments

How to Track Changes

- Enable Track Changes
- Display changes and comments for specific reviewers
- Accept or reject revisions
- Compare two documents side by side
- Combine document revisions

Protect documents

- Password protect documents
- Restrict formatting and editing



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