

Microsoft Word 2019 - Advanced

GoSkills online course syllabus

Skill level

Beginner

Lessons

22

Accredited by

CPD

Pre-requisites

Basic Word experience recommended

Versions supported

2013, 2016, 2019, 2021, 365

Video duration

1h 38m

Estimated study time

11h

Instructor

Andy Lanning

References Ribbon

1

Table of Contents

Learn to create an automated Table of Contents.

2

Update the Table of Contents

Learn how to update the Table of Contents when changes are made to a document.

3

Mark Entry for Table of Contents

Learn to create an advanced level TOC using "Mark Entry".

4

Footnotes

Learn to place footnotes and endnotes which link to the document text.

5

Citations and Bibliography

Learn to cite your sources for a college paper or report.

6

Using Captions

Learn to create and link captions to images and text.

7

Create an Index

Create an Index organized by topic or keyword.

Custom Styles

- 8 Create and Apply a Style**
Learn to format text and then capture it inside the Style Gallery for future use.
- 9 Rename, Modify and Remove Styles**
After mastering styles, keep the Style Gallery tidy by editing or removing styles.
- 10 Reveal Formatting**
Learn to use the Reveal Formatting pane to look beyond surface formatting.
- 11 Selection Tool and Format Pane**
Learn to use this tool when working with graphics and styles.

Mailings Ribbon

- 12 Envelopes and Labels**
Learn how to quickly produce a printed envelope or label for postal mail.
- 13 Mail Merge to Labels**
Auto-populate a sheet of labels with text pulled from a list.
- 14 Mail Merge to Envelopes**
Merge mailing lists to print directly onto envelopes.
- 15 Mail Merge to Form Letters**
Auto-populate a form letter with various text pulled from a list.
- 16 Mail Merge to Emails**
Merge Outlook Contact lists into emails so each recipient gets a personal email.
- 17 Mail Merge Tips from Experience**
Learn tips for label margins and email merges.

Review Ribbon

18 **Proofing**
Learn how to spellcheck, find a better word, or count the total words in a document.

19 **Language and Translation**
Translate an existing document or set the Word program to use a different language.

20 **Comments**
Learn to place notes in the margins of a document and control those notes.

21 **Track Changes**
Track changes will show which person made which changes in a document.

22 **Compare Documents**
Comparing documents takes two versions of a document and compares for changes.

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