



Microsoft Word 2016 Level 3



DURATION

1 Day

COURSE OVERVIEW

During this course you will learn to create, manage, revise and distribute documents Microsoft Office Word 2016.

TARGET AUDIENCE

This course is designed for people who wish to gain the necessary skills to manage lengthy documents, collaborate with others and secure documents.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Create and use master documents.
- Understand tracking and comments.
- Use compare and combine.
- Create table of contents and index's.
- Link, embed and create hyperlinks.
- Create and run macros.
- Create forms and fields.
- Use and create templates.
- Use advanced mail merge features.
- Create passwords and editing restrictions.

PRE-REQUISITES

To be successful in this course, we recommend you should be able to use Microsoft Word 2016 to create, edit, save and print business documents that contain text, tables and graphics. To obtain this knowledge we recommend you attend the following courses:

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

You should also be able to use a web browser and an email program and you should have a basic understanding of how worksheets and presentations work.

COURSE CONTENTS

- Master documents with Word 2016.
- Tracking and comments with Word 2016.
- Comparing and combining documents.
- Using a table of contents and index's.
- Linking and embedding within Word 2016.
- Using hyperlinks within documents.
- Using macros in documents.
- Word 2016 fields and forms.
- Advanced Word 2016 Templates.
- Advanced mail merge techniques.
- Password and editing restrictions.