

Microsoft Word 2019 Expert

course outline

In this course, you will learn advanced-level features of Microsoft Word, such as templates, document protection, Track Changes, forms, macros, and more.

IS THIS COURSE FOR YOU?

For those who are proficient with the basic and intermediate concepts and features of Word and wish to increase their productivity and enhance their documents using Word's advanced features.

ABOUT THE COURSE

The course consists of 12 modules and includes media demonstrations, hands-on activities, and knowledge check questions. At the end of the course, you will complete a consolidation exercise, which will help you review what you have learned and assess your understanding.

The course also contains quizzes at the end of each module and a Validation Test at the end of the course. With successful completion of the course, you will receive a Pitman Training certificate to verify your achievement.

AIMS AND OBJECTIVES

The aim of the course is to build on your knowledge and skills with the Word 2019 word-processing application to gain advanced-level skills.

PRE-REQUISITES

This course follows Word 2019 - Part 2.

COURSE CONTENT

Module 1: Working with Templates
Using Templates; Creating Custom Templates; Using the Organizer; Creating a Blog Post

Module 2: Document Properties
Modifying Document Properties; Searching for Files Based on Properties

Module 3: Bookmarks and Cross-Referencing
Bookmarking Text and Objects; Navigating to Bookmarks; Creating Multiple TOCs with Bookmarks

Module 4: Using Themes
Creating and Using Themes

Module 5: Protecting Your Document
Setting Editing and Formatting Restrictions; Encrypting a Document; Signing a Document

COURSE CONTENT (cont'd)

Module 6: Using Track Changes
Using Track Changes; Working with Multiple Reviewers; Displaying Markup, Accepting and Rejecting Changes; Comparing and Combining Document Versions

Module 7: Creating Citations and Bibliographies
Creating Sources, Citations, and Bibliographies

Module 8: Footnotes and Endnotes
Inserting, Formatting, and Cross-referencing Footnotes and Endnotes

Module 9: Using a Table of Authorities
Marking Citations; Creating a Table of Authorities

Module 10: Creating Forms
Using Controls to Create Forms; Protecting Forms; Auto-populating Form Fields

Module 11: Macros
Recording Macros; Assigning Macros; Creating a Custom Ribbon Tab for Macros

Module 12: Sharing with Others and Managing Document Options
Using the Trust Center; Preparing Documents to be Shared; Language-specific Features

CAREER PATH

Microsoft Word is used across a wide range of job roles. Your new skills with the software will make your work more efficient and more valuable to employers.

COURSE DURATION

20 hours. This will vary based on prior knowledge and ability.



CPD POINTS: 20

CPD points awarded upon successful completion.



To discuss your current skills and aspirations, or to book your course call...

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Stratford and East London