



Word 2016

Advanced Training Course Outline

Master Documents & Word 2016

- What Are Master Documents?
- Creating a New Master Document by Creating Sub-Documents from Headings
- Inserting Sub-Documents into a Master Document
- Unlinking or Removing a Sub-Document from a Master Document
- Using Text Outline Options

Word 2016 Tracking & Comments

- Tracking Changes
- Accepting or Rejecting Changes
- Inserting Comments
- Displaying & Editing Comments
- Deleting Comments
- Showing or Hiding Comments

Comparing & Combining Documents

- Comparing Documents
- Combining Revisions from Multiple Authors

Using a Tables of Contents & Indexes

- Creating a Table of Contents
- Updating a Table of Contents
- Creating & Updating a Table of Figures
- Marking an Index Entry
- Marking an Index Sub-Entry
- Compiling & Updating an Index

Linking & Embedding within Word 2016

- What Is Object Linking?
- Linking Data from a Document as an Icon
- Updating a Linked Document
- Breaking a Document Link
- Linking Excel Data & Displaying the Linked Data as an Icon
- Linking an Excel Chart to a Word Document as an Icon
- Linking Excel Data & Displaying the Data within a Word Document
- Linking an Excel Chart to a Word Document & Displaying the Chart
- Updating or Breaking an Application Link
- What Is Object Embedding?

- Embedding Data into a Document as an Object
- Editing Embedded Data
- Deleting Embedded Data

Using Hyperlinks in Word 2016 Documents

- Inserting Hyperlinks
- Editing a Hyperlink
- Removing a Hyperlink

Using Macros within Word 2016

- Macro to Change Page Set-Up
- Macro to Insert a Table with a Repeating Heading Row
- Macro to Insert Fields into a Header or Footer
- Assigning a Macro to a Button on a Toolbar

Word 2016 Fields

- Inserting the Author Field into a Word Document
- Inserting the File Name Field into a Word Document
- Inserting the File Size Field into a Word Document
- Displaying the Developer Tab
- Inserting a Plain Text Fill-In Field
- Inserting a Check Box Field
- Inserting a Drop Down Field
- Deleting Fields
- Changing the Number Formatting Used By a Field
- Updating Fields
- Locking & Unlocking Fields
- Using the Sum Formula within a Table

Word 2016 Forms

- Creating & Protecting Form Text Fields
- Creating & Protecting Form Check Boxes
- Inserting & Protecting Form Drop-Down Menus
- Modifying Form Fields & Displaying Help
- Protecting a Form
- Password Protecting a Form

Advanced Word 2016 Templates



- What Are Word Templates?
- Creating & Using a Word Template
- Modifying a Word Template

Advanced Mail Merging Techniques

- Editing & Sorting a Mail Merge Recipient List
- Ask Fields & Bookmarks
- Inserting Ask Fields
- Inserting If...Then...Else... Fields
- Using Merge Criteria in a Mail Merge

Passwords & Editing Restrictions

- Adding 'Opening' Password Document Protection
- Removing 'Open' Password Document Protection
- Adding 'No Modifications' Document Password Protection
- Removing a 'No Modification' Document Password
- Allowing Only Tracked Changes or Comments
- Marking a Document as a Final Version