Word is the word processing program of the Office suite. Here you will learn valuable ways to make your work more efficient. The lesson Document Organization is concerned with outlines and tables of contents. Learn about the elements of pictures, screenshots and SmartArt.

You will see how to work with advanced formatting functions, such as templates and styles. Quick Parts and AutoTexts make your work in Word more efficient. And special tools such as the proofreading mode helps you to work on a document with others.

PARAMETERS

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## TABLE OF CONTENTS

### PRETEST

### DOCUMENT ORGANIZATION

- Outlines
- Outline level and view
- Index
- Field functions
- Footnotes and endnotes
- Password and document protection
- Bookmarks and cross-references
- Editing
- Chapter test

### ELEMENTS OF A DOCUMENT

- Inserting and editing pictures
- Inserting objects
- Editing and formatting objects
- Using text boxes
- Creating and editing charts
- Chapter test
ADVANCED FORMATTING

Formatting paragraphs
Using document templates
Editing styles
Chapter test

WORKING EFFICIENTLY IN WORD

Quick Parts and AutoText
Automation
Quickly accessing commands
Hyphenation
Chapter test

SPECIAL TOOLS

Proofreading in general
Comment function and proofreading
Locking or sharing a document
Chapter test

FINAL TEST

30 Questions