

PRODUCT INFORMATION

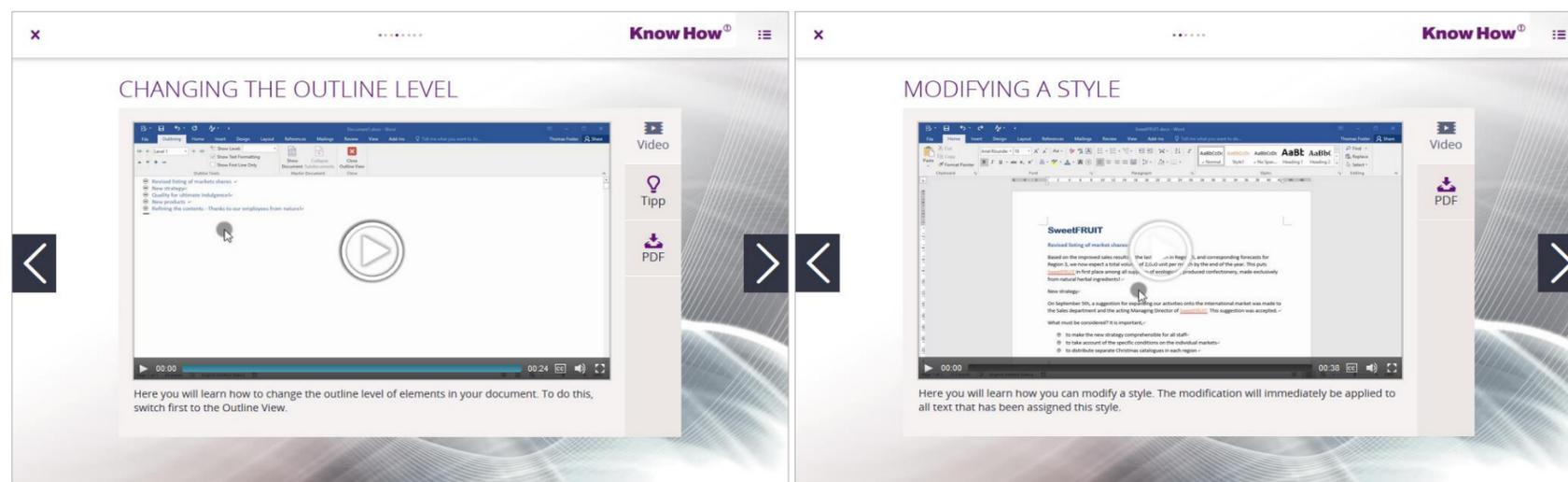
WBT WORD 2016 ADVANCED

WHAT DOES THIS COURSE OFFER YOU?

This course provides advanced knowledge on using Microsoft Word 2016. Individual functions are explained on the basis of Video Nuggets and usage reinforced through exercises. Prerequisite for the course is basic knowledge in using Microsoft Office.

Learning time: 4,50 hours

Languages: English, German, Chinese



Summary

Chapter	Section	Nuggets
Document organization	Outlines	Inserting a cover page
		Creating a table of contents
		Updating the table of contents
		Adding to the table of contents
	Outline level and view	Using outlines
		Formatting an outline
		Changing the outline level
		Showing and hiding outline levels
	Index	Defining index entries
		Inserting an index
	Field functions	Field functions
		Locking fields and removing a lock
	Footnotes and endnotes	Inserting footnotes
		Editing footnotes
		Inserting and editing endnotes
		Converting a footnote to an endnote
		Deleting footnotes and endnotes
	Password and document protection	Displaying an endnote continuation notice and separator
		Configuring a password
		Removing a password
		Protecting a document from changes
	Bookmarks and cross-references	Locking a paragraph for editing
		Defining a bookmark
		Using bookmarks
		Inserting a link
		Inserting a caption
	Editing	Changing a caption and updating the cross reference
Inserting a cross-reference		
Opening Read mode		
Working in Read Mode		
The editing functions in Read Mode		
Showing the navigation pane		
Navigating to individual pages		
Jumping to the last edited location		
Elements of a document	Activating an automatic backup	
	Inserting and editing pictures	
	Inserting pictures	
	Pasting a picture into a document	
	Positioning images	

		Inserting a screenshot
		Controlling text flow around a picture
		Scaling an image
	Inserting objects	Inserting drawing objects
		Inserting a picture watermark
		Inserting a text watermark
		Inserting SmartArt
	Editing and formatting objects	Controlling the text flow around objects
		Editing a SmartArt graphic
		Moving an object to the foreground or background
		Moving an object one level forward or backward
		Rotating a WordARt object
		Alligning objects
		Distributing multiple objects horizontally or vertically
		Setting the object color and transparency
		Reflecting objects
		Grouping objects
	Using text boxes	Creating a text box with existing text
		Changing the size and position of the text box
		Alligning text vertically in a text box
	Creating and editing charts	Creating a chart
		Designing a chart with styles
		Changing the chart type
		Scaling a chart
		Switching the rows and columns of a chart
		Editing chart data in Excel
Advanced formatting	Formatting paragraphs	Formatting paragraphs: Assigning styles
		Changing the paragraph spacing
		Showing paragraph marks
		Preventing the separation of paragraphs
		Inserting a page break before a paragraph
		Reset paragraph
	Using document templates	Saving a document as a template
		Editing a document template
		Creating a new file from a custom document template
	Editing styles	Modifying a style
		Editing styles
		Creating a custom style
Working efficiently in Word	Quick Parts and AutoText	Creating Quick Parts
		Inserting Quick Parts
		Editing Quick Parts
		Deleting Quick Parts
		Saving AutoText
		Inserting AutoText
	Automation	Searching for text in documents
		Automatic numbering
	Quickly Accessing commands	Expanding the toolbar
		Managing the toolbar
		Customizing the Ribbon (Options)
		The assistant "Tell me what you want to do"
	Hyphenation	Automatic hyphenation
		Manual hyphenation
		Hyphenation options
Special tools	Revieweing in general	Counting words
		Inserting line numbers
		Setting the proofing language
		Compare documents
		Checking compatibility
		Showing formatting marks
	Comment function and proofreading	Activating corrections mode
		Inserting comments
		Deleting comments
		Accepting or rejecting changes
		Switching off AutoCorrect
	Locking or sharing a document	Exporting a document
		Sharing a document from the desktop application
		Undo the sharing of documents
		Sending a document by email
5 Chapters	23 Sections	108 Nuggets