

Microsoft Word 365 - Advanced

GoSkills online course syllabus

Tuesday, July 16, 2024

Skill level Intermediate	Lessons 22	Accredited by CPD
Pre-requisites Microsoft Word 365 - Basic	Versions supported 365, 2021, 2019	Video duration 1h 39m
Estimated study time 11h for all materials	Instructor Andy Lanning	

References Ribbon

- 1** **Table of Contents**
Learn to create an automated Table of Contents.
- 2** **Update the Table of Contents**
Learn how to update the Table of Contents when changes are made to a document.
- 3** **Mark Entry for Table of Contents**
Learn to create an advanced-level Table of Contents using "Mark Entry".
- 4** **Footnotes**
Learn to place footnotes and endnotes which link to the document text.
- 5** **Citations and Bibliography**
Learn to cite your sources for a college paper or report.
- 6** **Using Captions**
Learn to create and link captions to images and text.
- 7** **Create an Index**
Create an Index organized by topic or keyword.

Custom Styles

- 8 **Create and Apply a Style**
Learn to format text and save the style inside the Style Gallery for future use.
- 9 **Rename, Modify, and Remove Styles**
After mastering styles, keep the Style Gallery tidy by editing or removing styles.
- 10 **Reveal Formatting**
Learn to use the Reveal Formatting pane to look beyond surface formatting.
- 11 **Selection Tool and Format Pane**
Learn to use this tool when working with graphics and styles.

Mailings Ribbon

- 12 **Envelopes and Labels**
Learn how to quickly produce a printed envelope or label for postal mail.
- 13 **Mail Merge to Labels**
Auto-populate a sheet of labels with text pulled from a list.
- 14 **Mail Merge to Envelopes**
Merge mailing lists to print directly onto envelopes.
- 15 **Mail Merge to Form Letters**
Auto-populate a form letter with various fields pulled from a list.
- 16 **Mail Merge to Emails**
Merge Outlook Contact lists into emails so each recipient gets a personal email.
- 17 **Mail Merge Tips from Experience**
Learn tips for label margins and ensure your labels print perfectly.

Review Ribbon

- 18 **Proofing**
Learn how to spellcheck, find a better word, or count the total words in a document.

19 Language and Translation
Translate an existing document or set the Word program to use a different language.

20 Comments
Learn to place notes in the margins of a document and control those notes.

21 Track Changes
Track changes will show which person made which changes in a document.

22 Compare Documents
Comparing documents takes two versions of a document and compares for changes.

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