Microsoft Word 2019 - Advanced

GoSkills online course syllabus

Skill level	**Lessons**	**Accredited by**
Intermediate	22	CPD
Pre-requisites	**Versions supported**	**Video duration**
Microsoft Word - Basic	2013, 2016, 2019, 2021, 365	1h 38m
Estimated study time	**Instructor**	
11h for all materials	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 a made to a document.

3   Mark Entry for Table of Contents

Learn to create an advanced level TOC 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

Mailings Ribbon

Review Ribbon

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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