Word Advanced

Course Overview: In Word Advanced you will edit and work with tables such as: move parts of a table, convert tables to text, sort data within a table, and use formulas to calculate numerical data. This course offers a variety of features that let you quickly add reference elements often found in formal, published papers such as: endnotes, footnotes, table of contents, citations, cross-references, and bibliographies. You will learn how to zoom and change views of a document to get a better view of what you're working on. You will explore how to reorganize a document in outline view in order to create master documents and subdocuments. Additionally you will see how to customize the Ribbon and the Quick Access Toolbar. Finally this course explores how to perform a mail merge, protect a document, convert to a PDF document and post a blog.

Prerequisite-Individuals wanting to take this program should have a knowledge of
* Introduction to Windows, Word Basic. Word Intermediate

Expected Learning Outcomes:
Upon completion of the course, students are expected to be able to:

1. Apply advanced features to a table.
2. Configure the Ribbon and Quick Access Toolbar.
3. Manage various view settings.
4. Create and manage reference elements of a document.
5. Sequence the steps to create a subdocument.
6. Describe ways to share documents.
7. Review the various ways of protecting documents.

Lessons/Topics:
Lesson 1: Advanced Table Customization

- Move columns and rows of a table
- Resize a row, column, or cell in a table
- Sort data in a table
- Use formulas in a table
- Use tools for integrating tables within a page

Lesson 2: Reference Tools and Mail Merge

- Add a table of contents to a document
- Add endnotes and footnotes to a document
- Create citations and a bibliography in a document
- Perform a mail merge

Lesson 3: Adjusting Document Views and Customizing the Appearance

- Select the appropriate view for a document
- Zoom a document to different levels of magnification
- Arrange windows while working in multiple documents
- Create a master document with subdocuments
- Customize the ribbon and Quick Access Toolbar

Lesson 4: Sharing and Collaboration This lesson covers the following topics:

- Protect a document
- Work with draft versions
- Share a document
- Create a PDF document
- Work with blogs

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.

  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.

    o Monday-Thursday 8am-11pm
    o Friday 8am-6pm
    o Saturday 11am-6pm

  - **E-Mail**: During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY

CERT COACHING SESSION 866-700-3636

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