

Level 3 Word

Managing Documents

Configure Word options

This section covers items like:

- The various options you can configure in Word
- How to change proofing options
- How to add a custom dictionary

Use templates

This section covers items like:

- Understanding the benefits of using templates
- Finding and apply a template to your document
- Saving a document as a template

Copy styles from another template

This section covers items like:

- Copying styles from one template to another

Apply a template to an existing document

This section covers items like:

- Applying a template to a document that has already been started

Restrict access to a document

This section covers items like:

- Restricting access to a document so that only certain types of changes can be made
- Using a password to protect only parts of a document

Formatting content

Apply advanced font attributes

This section covers items like:

- Setting spacing, positioning, kerning and ligature options for text

Apply advanced paragraph attributes

This section covers items like:

Setting paragraph indentation, alignment and spacing

Format with styles

This section covers items like:

Understanding what styles are, and their benefits

Being able to apply a predefined style to parts of a document

Being able to create your own styles

Being able to copy styles from one document to another

Construct reusable content

This section covers items like:

Understanding what building blocks and the Quick Parts tool are

Being able to insert a building block into a document

Being able to create a building block

Being able to organise building blocks

Link text boxes

This section covers items like:

Linking text boxes

Working with tables and charts

Create a table using external data

This section covers items like:

Importing data for a table from another source, such as an Excel worksheet

Use formulas in a Word table

This section covers items like:

Using formulas to perform calculations on table data

Add charts to a document

This section covers items like:

Inserting a chart

Modifying chart data

Changing a chart's design, style and layout

Saving a chart as a template

Tracking and reviewing documents

Track changes

This section covers items like:

Starting tracking changes to a document

Suggesting changes

Reviewing changes, and accept or reject them

Setting printing options so that reviewing marks are printed with the document

Compare and combine documents

This section covers items like:

Comparing and combine more than one version of a document

Referencing documents

Add citations and captions

This section covers items like:

Adding a citation to a document

Adding captions to objects such as images and tables

List sources

This section covers items like:

Adding a table of figures

Adding a bibliography

Adding a table of authorities

Manage sources

This section covers items like:

Using the Source Manager to amend, copy and delete sources

Create cross-references

This section covers items like:

Adding a reference from one part of a document to another

Create an index

This section covers items like:

- Marking text to be indexed
- Applying an index format
- Editing and update an index

Performing merges

Merge information into a document

This section covers items like:

- Merging information into a document for mass distribution
- Customising where and how the information appears
- Checking for merge errors

Manage merges

This section covers items like:

- Removing duplicate information
- Setting rules for a merge

Merge information into labels

This section covers items like:

- Merging information, such as an address list, onto a sheet of labels

Using macros

Set up and run a macro

This section covers items like:

- Recording a macro
- Running a macro

Manage macros

This section covers items like:

- Specifying when a macro should run
- Copying macros between locations

Create shortcuts to macros

This section covers items like:

Assigning macros to commands and shortcuts

Using forms

Get started with forms

This section covers items like:

What content controls are

How to add a text field to a form

How to add a checkbox to a form

Content control properties

This section covers items like:

Adding a list of options from which users can choose

Adding a date picker control

Working with control properties

Prepare a form for distribution

This section covers items like:

Restricting editing on a form so users can only edit certain sections

Work with help text

This section covers items like:

Adding help text to a content control

Adding help text to a legacy content control