

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Word Advanced

INSTRUCTOR: Self-paced **PHONE:** 780-539-2975
OFFICE: M105 **E-MAIL:** ce@gprc.ab.ca

PREREQUISITE(S): Microsoft Word, or an excellent working knowledge of all the topics covered in our Microsoft Word class.

LEARNING TOOLS AND RESOURCES:

Operating System: The minimum recommended operating system is Windows 10.
**Mac or IOS systems cannot be used for this course.*

Microsoft Word Software: Learners are responsible for their own access to Microsoft Word 2016, or 2019/365 software. This software is not included in the course.

Jasperactive software: The cost of this software is included in the course. Internet access and software download are required.

G-Metrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

In this course, you will learn how to use a variety of intermediate and advanced features to create and format business documents including online forms and personalized mailings. You will also learn to automate tasks, work with templates, and create custom design elements.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Word Expert Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 30 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Lesson 1: Using Advanced Design Elements

- Customizing Templates
- Sharing Template Tools
- Creating and Modifying Styles
- Customizing Themes, Color Sets, Font Sets, and Style Sets
- Searching for Wildcards
- Controlling Text Flow

Lesson 2: Managing Documents

- Importing and Linking to External Content
- Combining Documents
- Resolving Style Conflicts
- Managing Document Versions
- Encrypting Documents with Passwords
- Restricting Editing

Lesson 3: Using Productivity Tools

- Customizing the Quick Access Toolbar
- Displaying Hidden Ribbon Tabs
- Creating Online Forms
- Inserting Content Controls
- Locking Forms
- Working with Building Blocks
- Creating Macros
- Editing and Organizing Macros

Lesson 4: Working with Advanced References

- Configuring Language Options
- Using Captions
- Inserting a Table of Figures
- Creating Indexes
- Understanding Mail Merge
- Managing Recipient Lists
- Inserting Merge Fields