



# Microsoft® Word 2016 Level 3

## Course Description:

This course is the third in a series of three Microsoft® Office Word courses. You will learn to use Word to create, manage, revise, and distribute long documents and forms.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to manage long documents, collaborate with others and secure documents.

## Upon successful completion of this course, students will be able to:

- Use Mail Merge
- Collaborate on documents
- Add reference marks and notes
- Work with Master and Sub documents
- Create a document index
- Secure a document
- Record and execute a macro

**Prerequisite:** Microsoft® Word Level 1 and 2 or comparable Word experience.

## Course Outline

### Mail Merge

- Mail Merge letters
- Mail Merge labels
- Mail Merge envelopes
- Mail Merge emails

### Work with Collaborative Editing Tools

- Track revisions
- Accept/Reject revisions
- Using comments

### Work with Outline View

- Create document in outline view
- Rearrange an outline
- Work with Master documents
- Word with Sub documents

### Work with References

- Using bookmarks
- Using cross-references

### Create Special Tables

- Create citations and bibliographies
- Create a table of authorities
- Create an index

### Work with Macros

- Record a macro
- Play a macro
- Edit the macro Visual Basic Code

### Document Templates

- Create a document template
- Attach a different template to a document
- Copy styles between documents and templates

### Customize and Specialize Word

- Customize word preferences

### Protect a Document

- Password protect a document
- Protect document formatting

### Work with Forms