

Cornwall Computer Training

Word Advanced Objectives for a One-day Course (6 hours)

Using Track Changes

Comparing and Combining Documents

Managing Styles and Templates

Importing Content from Other Files

- Embedding vs. Linking

Advanced Mail Merge

Creating and Managing Indexes

Creating and Customising Tables of Contents

Inserting Captions and Creating Tables of Figures

Adding and Controlling Footnotes and Endnotes

Working with Outline View

Creating and Working with Master Documents

Creating Forms for Others to Complete

Restricting Editing by Other Users

Optional Extras:

- Charts in Word
- Tables of Authorities
- Citations and Bibliographies