

WORD

Advanced Level

COURSE DESCRIPTION

This course is intended for experienced Microsoft Word 365 users who wish to enhance their skills and make full use of the software's advanced features. It develops proficiency in creating complex documents, automating tasks, managing lengthy documents, and using collaboration and protection tools.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Create, structure, automate, and manage complex professional documents while optimizing productivity.

TARGET AUDIENCE

This course is intended for experienced Microsoft Word 365 users who wish to deepen their knowledge, master the software's advanced features, and optimize the creation and management of complex professional documents.

PREREQUISITES

Have completed the Microsoft Word 365 – Upper-Intermediate course or have equivalent knowledge. Participants must master Word's upper-intermediate features, including styles, tables, page layout, sections, and review tools.

COURSE CONTENT

1. 1. ADVANCED MANAGEMENT OF LONG DOCUMENTS

- Use and customize advanced styles
- Create and manage documents with multiple sections
- Generate and customize an automatic table of contents
- Create indexes, tables of figures, and cross-references
- Manage footnotes and endnotes
- Use captions and cross-references

2. 2. ADVANCED PAGE LAYOUT AND FORMATTING

- Master complex section breaks
- Customize headers and footers by section

- Use automatic fields and field codes
- Create and customize professional templates
- Manage themes and style sets

3. 3. FORMS AND INTERACTIVE DOCUMENTS

- Create professional forms
- Use content controls
- Insert drop-down lists, checkboxes, and date pickers
- Protect forms from changes
- Create reusable documents

4. 4. AUTOMATION AND PRODUCTIVITY

- Use advanced Find and Replace features
- Create and use building blocks and AutoText entries
- Understand and use macros
- Record and run simple macros
- Customize the Ribbon and Quick Access Toolbar

5. 5. ADVANCED MAIL MERGE

- Create a mail merge from different data sources
- Use rules and conditions
- Customize documents for recipients
- Manage merge fields
- Check and finalize merged documents

6. 6. COLLABORATION AND VERSION MANAGEMENT

- Collaborate on shared documents
- Use Track Changes and advanced comments
- Compare and combine different document versions
- Manage editing permissions
- Use version history with OneDrive and SharePoint

7. 7. PROTECTION AND ACCESSIBILITY

- Restrict editing and protect documents
- Understand security and privacy options
- Inspect documents before distribution
- Check and improve accessibility
- Prepare documents for professional distribution

8. 8. ARTIFICIAL INTELLIGENCE AND MODERN FEATURES

- Discover Copilot capabilities in Word
- Use AI to improve, rephrase, and summarize documents
- Use intelligent writing suggestions
- Check and validate AI-generated content
- Understand the limitations and precautions associated with using AI

Some features require an eligible Microsoft 365 or Copilot license.

9. 9. PRACTICAL WORKSHOP – COMPLEX PROFESSIONAL DOCUMENT

- Design a structured multi-page document
- Include a table of contents, references, and automatic fields
- Apply styles and professional page layout
- Add interactive elements
- Check document protection, accessibility, and quality

EXPECTED OUTCOME

By the end of this course, participants will master the advanced features of Microsoft Word 365 and be able to efficiently produce, automate, and manage complex, structured professional documents that support collaboration.