

WORD

Upper-Intermediate Level

COURSE DESCRIPTION

This course is intended for people who already master the intermediate features of Microsoft Word and wish to further develop their skills in creating, formatting, and managing sophisticated professional documents.

Participants will learn to structure lengthy documents efficiently, use advanced page-layout tools, automate repetitive tasks, and streamline review and collaboration.

The course emphasizes a practical approach to developing efficient working methods suited to current professional needs.

COURSE OBJECTIVES

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

- Design and structure complex professional documents.
- Master styles and advanced formatting tools.
- Manage sections and multiple page layouts efficiently.
- Create and customize automatic tables of contents.
- Use reference and navigation tools in lengthy documents.
- Insert and organize tables, images, and graphic elements.
- Use review and collaboration features.
- Optimize document presentation, accessibility, and distribution.
- Improve productivity with Word's advanced features.

TARGET AUDIENCE

This course is intended for Microsoft Word users who wish to enhance their skills and work more efficiently with sophisticated professional documents.

PREREQUISITES

Have completed the Microsoft Word – Intermediate course or have equivalent knowledge.

Participants should be proficient in document formatting, using tables, inserting graphic elements, and using Word's main features.

COURSE CONTENT

1. 1. REFINE STYLE MANAGEMENT

- Review Word's built-in styles.
- Create and customize styles.
- Modify and update existing styles.
- Manage paragraph and character styles.
- Use style sets.
- Apply themes and colors.
- Use the Styles pane.
- Organize and standardize lengthy documents.
- Prevent formatting issues.

2. 2. MASTER ADVANCED PAGE LAYOUT

- Manage page breaks and section breaks.
- Understand the differences between section-break types.
- Create sections with different orientations.
- Use multiple page-layout formats within one document.
- Manage custom margins.
- Create multi-column documents.
- Customize headers and footers.
- Manage different headers and footers for each section.
- Number pages by section.
- Manage odd and even pages.
- Control paragraphs and page breaks.
- Resolve common page-layout issues.

3. 3. STRUCTURE AND ORGANIZE LONG DOCUMENTS

- Organize a document using heading levels.
- Use the Navigation pane.
- Reorganize document sections.
- Use Outline view.
- Manage heading hierarchy.
- Create a coherent structure.
- Navigate quickly through lengthy documents.
- Use bookmarks.
- Create internal hyperlinks.
- Create cross-references to headings, pages, and document elements.
- Update cross-references.
- Best practices for easier navigation and editing.

4. 4. CREATE AUTOMATIC TABLES OF CONTENTS

- Understand how a table of contents works.
- Prepare a document using heading styles.
- Insert an automatic table of contents.
- Customize its appearance.
- Choose which heading levels to display.
- Change tab leaders and page numbers.
- Automatically update the table of contents.
- Manage changes made to the document.
- Resolve common issues.
- Create a table of contents suited to a professional report.

5. 5. USE REFERENCE TOOLS

- Insert and manage footnotes.
- Insert and manage endnotes.
- Customize note numbering.
- Use captions for tables and illustrations.
- Automatically number illustrations.
- Create a table of figures.
- Create cross-references to tables and figures.
- Update fields and references.
- Introduction to citations and bibliographic sources.
- Organize references in a professional document.

6. 6. REFINE TABLE CREATION AND FORMATTING

- Create sophisticated professional tables.
- Customize borders and shading.
- Merge and split cells.
- Adjust dimensions precisely.
- Manage alignment and internal margins.
- Repeat header rows across multiple pages.
- Manage tables spanning multiple pages.
- Sort data in a table.
- Use simple formulas in tables.
- Convert text to a table and vice versa.
- Position tables in a document.
- Best practices for improving readability and accessibility.

7. 7. INSERT AND MANAGE GRAPHIC ELEMENTS

- Insert and manipulate images.
- Wrap text around images.
- Position objects precisely.
- Manage anchoring options.
- Use shapes and text boxes.
- Create SmartArt diagrams.
- Insert and customize charts.

- Align and distribute objects.
- Group and ungroup elements.
- Manage stacking order.
- Use the Selection pane.
- Compress images to reduce file size.
- Create professional visual presentations.

8. 8. USE REVIEW AND COLLABORATION FEATURES

- Use Track Changes.
- Display and manage changes.
- Accept and reject changes.
- Insert and manage comments.
- Reply to comments.
- Compare two versions of a document.
- Combine changes from multiple users.
- Share documents using OneDrive and SharePoint.
- Introduction to real-time collaboration.
- Manage sharing permissions.
- View version history.
- Best practices for working on a shared document.

9. 9. USE PRODUCTIVITY TOOLS

- Use advanced Find and Replace.
- Find specific formatting.
- Replace special characters.
- Use wildcards in searches.
- Create and use AutoCorrect entries.
- Use Quick Parts.
- Create and insert building blocks.
- Reuse frequently used content.
- Automatically insert document properties.
- Use advanced keyboard shortcuts.
- Customize the Quick Access Toolbar.
- Optimize work methods.

10. 10. CREATE AND CUSTOMIZE DOCUMENT TEMPLATES

- Understand the difference between a document and a Word template.
- Use existing templates.
- Create a custom template.
- Define styles and page layout in a template.
- Add custom headers and footers.
- Insert reusable graphic elements.
- Save in Word Template (.dotx) format.
- Create new documents from a template.
- Modify and update templates.

- Organize and reuse professional templates.

Templates containing complex content controls and sophisticated forms will be covered at the advanced level.

11. 11. IMPROVE DOCUMENT ACCESSIBILITY AND QUALITY

- Fundamentals of digital accessibility.
- Use a consistent heading structure.
- Add alternative text to images.
- Create descriptive hyperlinks.
- Improve table readability.
- Check contrast and presentation.
- Use the Accessibility Checker.
- Use Microsoft Editor to improve text.
- Check spelling, grammar, and style.
- Use Read Aloud.
- Prepare accessible, professional documents.

12. 12. USE MODERN WORD 365 FEATURES

- Overview of recent Word 365 features.
- Use AutoSave with OneDrive.
- Manage and recover previous versions.
- Use intelligent writing suggestions.
- Discover AI features available in Word.
- Overview of Microsoft Copilot in Word, depending on the available license.
- Use AI to summarize or rephrase text.
- Improve document clarity and structure.
- Check and validate AI-generated content.
- Maintain privacy when using smart tools.

Note

Some features, particularly Microsoft Copilot, require a specific license. Availability depends on the Microsoft 365 subscription in use.

13. 13. FINALIZE AND DISTRIBUTE PROFESSIONAL DOCUMENTS

- Check the overall structure of a document.
- Check styles and formatting.
- Check headers, footers, and page numbers.
- Update tables of contents and references.
- Inspect the document before distribution.
- Remove comments and tracked changes.
- Check document properties and personal information.
- Prepare a document for printing.
- Export to PDF.
- Preserve links and structure when exporting.

- Share documents securely.
- Perform a final check of the professional presentation.

EXPECTED OUTCOME

By the end of this course, participants will be able to efficiently and independently design, structure, and manage sophisticated professional Word documents. They will master advanced formatting, navigation, review, and collaboration tools while applying best practices to produce consistent, accessible, professional-quality documents.