Document Generated: 12/08/2025
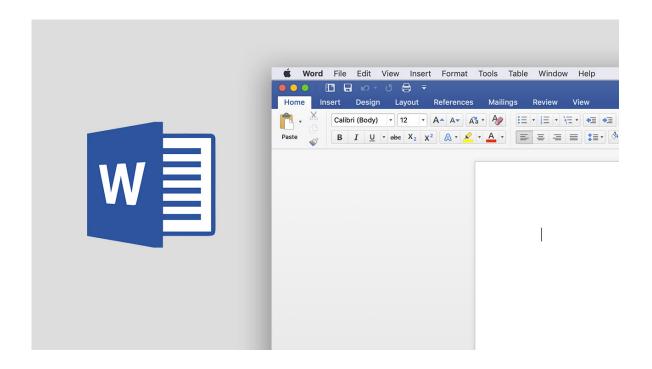
Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 4 Hours

Word 2016 Advanced - Part 1

About this Course:

Microsoft Word is the most popular word processing application. This course is designed to give you the essential skills to optimize your documents efficiently. Our Microsoft Word experts give you hands-on experience on how to use all the features that come with this powerful word processing tool.

Audinece:

- Anyone interested in using advanced features including: inserting citations, bookmarks, hyperlinks, footnotes and bibliographies; creating SmartArt, inserting and editing images, and building basic automations with macros.

Knowledge of Word Introduction and Intermediate concepts is preferred.

Prerequisites:

- Have an intermediate level knowledge of Microsoft Word 2016

Course Outline:

- Introduction
- Creating Forms
- More Content Controls
- Testing Interactive Forms
- Protecting Forms
- Highlights and Comments
- Making Tracked Changes
- Reviewing Changes
- Combining Multiple Versions of a Document
- Inserting a Table of Contents
- Customizing a Table of Contents
- Footnotes and Endnotes
- Citations
- Bibliographies
- Adding an Index