

# MS WORD – LEVEL 3



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** *Microsoft Word Level 3* is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This course focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. The *MS Word 3* course also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection.

**Pre-Requisites:** *Microsoft Word Level 3* is designed for users who are already familiar with Word and we highly recommend that users complete MS Word level 2 prior to level 3. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

### Building Blocks / Auto Text:

- Creating Quick Parts /Auto text
- Using Quick Parts/Auto text
- Editing Quick Parts/Auto text
- Deleting Quick Parts/Auto text

### Bookmarks:

- Creating Bookmarks
- Going To A Bookmark
- Deleting Bookmarks

### Footnotes And Endnotes:

- Creating Footnotes
- Creating Endnotes
- Converting Footnotes And Endnotes
- Modifying Footnotes And Endnotes
- Deleting Footnotes And Endnotes

### Table Of Contents:

- Using A Built In Table Of Contents
- Navigating Using A Table Of Contents
- Updating Page Numbers Only
- Updating The Entire Table
- Marking A Paragraph For Inclusion
- Removing A Table Of Contents
- Changing The Style Of The Table Of Contents
- Formatting Text In A Table

### Indexing:

- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Using An AutoMark File
- Deleting Unwanted Index Entries
- Creating An Index

### Fields:

- Understanding Field Codes
- Using Document Information Fields
- Showing And Hiding Field Codes
- Seeing Fields In A Document
- Using Formula Fields
- Converting Fields To Text
- Updating Fields When Printing
- Printing Field Codes
- Locking And Unlocking Fields
- Understanding Interactive Fields
- Using FILLIN
- Typing Fields Directly Into A Document
- Activating Interactive Fields
- Inserting ASK
- Using REF To Display Bookmarks
- Activating Fields Automatically

### Merging Techniques:

- Running An Existing Merge
- Selecting Specific Recipients
- Filtering Recipients For Merging
- Sorting Recipients For Merging
- Merging From Another Source
- Setting An IF Rule
- Prompting For Information

### Tracking Changes:

- Understanding Tracking Changes
- Turning Tracking On And Off
- Setting Tracking Options
- Showing Revisions In Balloons
- Showing Revisions Inline
- Switching Between Final And Revision
- Specifying What To Show
- Displaying The Reviewing Pane
- Accepting Changes
- Rejecting Changes

### Protecting Documents:

- Making A Document Read Only
- Working With A Read Only Document
- Restricting Formatting
- Using A Document Restricting Editing
- Making Exceptions
- Stopping Protection

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## Electronic Forms:

- Creating A Structure For The Form
- Understanding Content Controls
- Displaying The Developer Tab
- Adding Text Controls
- Setting Content Control Properties
- Using The Date Picker Control
- Adding Numeric Controls
- Adding Formulas
- Adding A Combo Box
- Adding A Drop-Down List
- Protecting And Saving The Form
- Using An Electronic Form
- Editing The Form
- Deleting A Content Control

## Macros:

- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To The Toolbar
- Editing A Macro
- Deleting A Macro
- Creating A MacroButton Field
- Copying A Macro
- Tips For Developing Macros

## Importing:

- Understanding Objects And Importing
- Inserting Text From Another Document
- Pasting An Excel Worksheet
- Linking An Excel Worksheet
- Embedding An Excel Worksheet
- Modifying An Embedded Worksheet

## Outlining / Master Documents:

- Understanding Outline View
- Creating A Master Document
- Creating Subdocuments
- Working With Master Documents
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Building A Table Of Contents
- Printing A Master Document
- Why Master Documents Are Misunderstood

### \*\*\* Bonus Topic - Page Techniques (Optional)

- Inserting A Cover Page
- Inserting A Blank Cover Page
- Adding A Watermark
- Creating A Custom Watermark
- Removing A Watermark
- Applying Page Colours
- Applying Page Borders
- Applying Partial Page Borders

### \*\*\* Bonus Topic - SmartArt (Optional)

- Creating An Organisation Chart
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Text Wrapping Around SmartArt
- Changing The Layout
- Changing Colours

### \*\*\* Bonus Topic - Managing Styles (Optional)

- Copying Styles To Another Document
- Applying Copied Styles
- Saving A Style To The Active Template

### \*\*\* Bonus Topic - Columns (Optional)

- Creating Columns
- Specifying Columns Settings

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