Microsoft Word – Proficiency Level

Advanced Formatting

Working with Styles
- Applying and modifying existing styles
- Creating custom styles for text and paragraphs
- Using style sets for consistent formatting

Advanced Paragraph Formatting
- Managing multi-level lists
- Controlling pagination settings
- Automating tables of contents

Using Themes
- Applying and customising document themes
- Adjusting theme colours, fonts, and effects

Page Layout and Design

Advanced Page Layout Options
- Working with section breaks for complex layouts
- Using columns for newsletters and reports
- Adjusting page borders and shading
- Customising margins, gutters, and page orientation within sections

Headers, Footers, and Page Numbering
- Inserting different headers and footers for sections
- Using field codes for dynamic elements (e.g., "Page X of Y")

Working with Cover Pages
- Inserting and customising cover pages

Working with Tables and Charts

Advanced Table Techniques
- Sorting data within tables
- Converting text to tables and vice versa
- Nesting tables
- Using formulas within tables for calculations
- Embedding and linking Excel sheets

Mail Merge

Introduction to Mail Merge
- Common applications (letters, labels, emails, etc.)
- Preparing for Mail Merge
- Setting up the main document (letters, envelopes, or labels)
- Organising the data source (Excel, Access, Outlook, etc.)

Executing a Mail Merge
- Linking the data source to the document
- Inserting fields (placeholders)
- Advanced mail merge techniques with filters and rules
- Previewing and troubleshooting

Finalizing the Merge
- Completing the merge (individualised documents)
- Saving and printing
- Practice Exercise
- Create a personalised letter using a sample data source.

Collaboration and Document Management

Reviewing and Commenting
- Using Track Changes for document revisions
- Adding, replying to, and resolving comments
- Compare and combine documents

Protecting Documents
- Restricting editing to certain parts of a document
- Restrict styles that can be used within a document
- Sharing documents via OneDrive or SharePoint
- Real-time collaboration and co-authoring

Automating Tasks in Word

Using Quick Parts and AutoText
- Creating and inserting reusable content blocks

Templates and Building Blocks
- Creating and managing custom templates

Advanced Proofing and References

Using the Advanced Proofing Tools
- Customising the dictionary and thesaurus
- Setting up AutoCorrect for frequent errors

Creating and Managing References
- Inserting citations and bibliographies
- Managing sources using the citation manager

Using Cross-References and Hyperlinks
- Adding cross-references to figures, tables, or headings
- Inserting hyperlinks to external sources or document sections
- Automating tables of contents with customised styles
- Using bookmarks for internal navigation

Customising the Word Environment

- Customising the Ribbon and Quick Access Toolbar
- Adding and organising commands for efficiency
- Creating custom tabs tailored to workflows

Technical and Specialised Document Creation

Creating Forms
- Adding form fields (text, checkboxes, dropdowns)
- Protecting and distributing fillable forms

Working with Master Documents
- Managing large projects using the master document feature
- Linking and organising subdocuments