



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7405
Course Name: Microsoft Word - Advanced
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This course is for students who have mastered the introductory level skills for using Word. Students will expand upon their basic knowledge to format with styles and templates, work with large documents, and include references and equations. You will learn to integrate Word with other programs, use advanced graphic techniques, create and edit forms, track and compare changes in documents, and customize the Word program by creating and editing macros.

Objectives:

- Working with Styles and Templates
- Developing Multiple Documents
- Working with References
- Integrating Word with other Programs
- Exploring Advanced Graphics
- Building Forms
- Collaborating with Co-workers
- Customizing Word

Content:

1. Working with Styles and Templates
 - Explore Styles and Templates
 - Use the Style Inspector
 - Create and Modify Styles
 - Create Custom List and Table Styles
 - Create a Quick Style Set
 - Manage Styles
 - Create a Template
 - Revise and Attach a Template

2. Developing Multiple documents
 - Build a Document in Outline View
 - Work in Outline View
 - Navigate a Document



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- Generate a Table of Contents and Index
- Insert Headers and Footers in Multiple Sections
- Create and Finalize a Master Document

3. Working with References

- Add Footnotes
- Use the Translate Feature
- Insert Citations
- Modify Citations and Manage Sources
- Generate a Bibliography
- Insert and Modify Equations
- Create a Table of Figures

4. Integrating Word with Other Programs

- Explore Integration Methods
- Embed an Excel Worksheet
- Link an Excel Chart
- Embed a PowerPoint Slide
- Insert a Word File and Hyperlinks
- Import a Table from Access
- Manage Documents Links
- Merge with an Access Data Source

5. Exploring Advanced Graphics

- Understand Illustrations in Word
- Modify a Picture
- Edit Charts
- Create SmartArt
- Edit Clip Art
- Use Layering Options
- Align, Distribute, and Rotate Graphics
- Insert a Watermark and a Page Border

6. Building Forms

- Construct a Form Template
- Add and Modify Text Content Controls
- Add Date Picker and Picture Content Controls



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- Add Drop-Down Content Controls
- Add a Building Block Content Control
- Insert Legacy Forms Controls
- Format and Protect a Form
- Fill in a Form as a User

7. Collaborating with Co-workers

- Explore Collaboration Options
- Include Comments in a Document
- Track Document Changes
- Work with Tracked Changes
- Manage Reviewers
- Compare Documents
- Use Find and Replace Options
- Digitally Sign Documents

8. Customizing Word

- Plan and Create a Macro
- Record Macro Steps
- Run a Macro
- Edit a Macro in Visual Basic
- Customize the Quick Access Toolbar
- Modify Options
- Use the Document Inspector

Prerequisites:

- Introduction to MS Word or equivalent experience

Method of Instruction:

- Lecture, hands-on and demonstration

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES