



Advanced Word Processing (Content Management)

Duration: 3 Hours

Course Objective:

The course Advanced Word Processing (Microsoft Word 2016) – Content Management focuses on the features with the purpose to enhance work productivity and effectiveness.

Training Contents:

1. Automatic Table Layout Control

- Apply AutoFormat to Table
- Repeat Table Heading on Each Page
- Prevent Page Breaks in a Table Row

2. Use of Hyperlink

- Create a Hyperlink
- Create a Hyperlink to a Document, File, Web page, or to a Blank Email Message
- Turn off Automatic Hyperlinks
- Show the Full Path for Hyperlinks
- Turn off Ctrl+Click to Follow a Link

3. Use of Mail Merge

- Setup the Main Document
- Connect the Document to a Data Source
- Refine the List of Recipients or Items
- Add Placeholders
- Insert Mail Merge Fields
- Format Mail Merge Numbers, Dates, and Other Values in Excel
- Preview and Finish the Merge
- Mail Merge for Labels

4. Use of Macro

- Create or Run a Macro
- Create a Macro with a Keyboard Shortcut
- Run a Macro
- Make a Macro Available in all Documents
- Add a Macro Button to the Ribbon

5. Track Changes

- Apply Track Changes
- Keep Track Changes On
- Accept Tracked Changes
- Change Options for Track Changes
- Advanced Track Changes Options
- Turn Off Track Changes