

KOENIG SOLUTIONS • COURSE OUTLINE

# Advanced Microsoft Word Using Co-Pilot

Learn advanced Word techniques, from long-document tools and collaboration to mail merge, macros and document protection.

**8 Hours**

DURATION

**6**

MODULES

**34**

TOPICS

**17**

HANDS-ON ACTIVITIES

## COURSE OVERVIEW

In this training, students learn advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents. This class is for Word 2019 on Windows.

## WHO THIS COURSE IS FOR

**This course is intended for students who have intermediate skills with Microsoft Word 2019 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2019 interface**

## LEARNING OBJECTIVES

- Build and update a table of contents in long documents
- Insert footnotes, endnotes, citations and a bibliography
- Add comments and track changes when reviewing documents
- Compare and combine multiple document versions
- Create envelopes, labels and mail merge documents
- Protect documents with read-only, password and formatting restrictions
- Record and assign shortcut keys to macros
- Customise the ribbon and prepare documents for sharing

# 6 Modules, 34 Topics

01

3 Activities

## Working with Long Documents

*This module explains how to work with long documents in Microsoft Word.*

### TOPICS

- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

02

4 Activities

## Review and Collaborating on Documents

*This module explains how to review and collaborate on Microsoft Word documents.*

### TOPICS

Adding Comments · Tracking Changes · Viewing Changes, Additions, and Comments · Accepting and Rejecting Changes

03

2 Activities

## Comparing and Combining Documents

*This module explains how to compare and combine documents in Microsoft Word.*

### TOPICS

Comparing Documents · Combining Documents

04

2 Activities

## Managing Mailings

*This module explains how to manage mailings in Microsoft Word.*

### TOPICS

Creating Envelopes and Labels · Using Mail Merge

**05****Activity**

## Protecting Documents

*This module explains how to protect documents in Microsoft Word.*

### TOPICS

Making Word Documents Read Only · Password Protect Word Documents · Removing Metadata from Files · Restrict Formatting and Editing

**06****5 Activities**

## Random Useful Items

*This module goes over several random and useful features in Microsoft Word.*

### TOPICS

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go To Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security
- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility
- Sharing

### NOTES

- The source document ends with a standalone line 'Microsoft Copilot for Word' with no accompanying content, topics, or description; it could not be placed elsewhere.

# Practise What You Learn

| #  | MODULE                                | ACTIVITY                                                                                                                                                                                                                                    |
|----|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Working with Long Documents           | <b>LAB: WORKING WITH LONG DOCUMENTS EXERCISES</b> <ul style="list-style-type: none"> <li>■ Insert and Update a Table of Contents</li> <li>■ Working with Footnotes</li> <li>■ Insert Citations and a Bibliography</li> </ul>                |
| 02 | Review and Collaborating on Documents | <b>LAB: REVIEWING AND COLLABORATING EXERCISES</b> <ul style="list-style-type: none"> <li>■ Adding Comments to a Document</li> <li>■ Tracking Changes</li> <li>■ Viewing Markup</li> <li>■ Accepting and Rejecting Changes</li> </ul>        |
| 03 | Comparing and Combining Documents     | <b>LAB: COMPARING AND COMBINING DOCUMENTS EXERCISES</b> <ul style="list-style-type: none"> <li>■ Comparing Documents</li> <li>■ Combining Documents</li> </ul>                                                                              |
| 04 | Managing Mailings                     | <b>LAB: MANAGING MAILINGS EXERCISES</b> <ul style="list-style-type: none"> <li>■ Printing an Envelope</li> <li>■ Using Mail Merge</li> </ul>                                                                                                |
| 05 | Protecting Documents                  | <b>Lab: Protecting a Document:</b> Protecting a Document                                                                                                                                                                                    |
| 06 | Random Useful Items                   | <b>LAB: RANDOM USEFUL ITEMS EXERCISES</b> <ul style="list-style-type: none"> <li>■ Using Bookmarks</li> <li>■ Adding Custom Watermarks</li> <li>■ Recording a Macro</li> <li>■ Customizing the Ribbon</li> <li>■ Using the Cloud</li> </ul> |

#### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

#### ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

#### FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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