

KOENIG SOLUTIONS • COURSE OUTLINE

MS Word Advanced Customized

Learn to manage long documents, refine page layout, collaborate securely, and automate tasks with macros and mail merge in Microsoft Word.

4 Hours

DURATION

8

MODULES

42

TOPICS

24

HANDS-ON ACTIVITIES

4 hours (1/2 days)

COURSE OVERVIEW

Elevate your MS Word proficiency with our MS Word Advanced Customized Course at Koenig Solutions. Master the art of managing long documents by adding a Table of Contents, citations, and Bibliography, ensuring effortless navigation and credibility. Finalize your documents with professional touches including Headers, Footers, and impeccable Spelling and Grammar checks. Enhance layout with Columns and Page Breaks to create visually appealing reports. Collaborate effectively using Comments and Track Changes and secure your work with Password Protection and Metadata Removal. Practical applications include streamlining document creation, ensuring document security, and preparing for internationalization. This course is ideal for individuals looking to improve their document management skills and efficiency in professional or academic environments.

WHO THIS COURSE IS FOR

The MS Word Advanced Customized course is designed for professionals looking to master Microsoft Word for complex document management and collaboration.

Administrative Assistants

Technical Writers

Legal Secretaries

Paralegals

Academic Researchers

Editors and Publishers

Project Managers

Business Analysts

Marketing Professionals

Translators

Content Managers

Document Controllers

Educators and Instructors

Students aiming for advanced Word proficiency

IT Professionals responsible for document templates and standardization

Professionals preparing reports and proposals

Individuals working on theses or dissertations

What You Will Learn

- Insert and update a table of contents, citations and bibliography
- Add footnotes, endnotes, an index and a table of figures
- Finalise documents with page numbers, headers, footers and spell checks
- Apply page layout options including columns, orientation and section breaks
- Collaborate using comments, tracked changes and document comparison
- Manage mailings with envelopes, labels and mail merge
- Protect documents with password protection and metadata removal
- Record macros, customise the ribbon and assign shortcut keys

COURSE SYLLABUS

8 Modules, 42 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

3 Activities

Finalizing Microsoft Word Documents

TOPICS

Adding Page Numbers · Headers and Footers · Checking Spelling and Grammar

03

2 Activities

Page Layout

This module explains how to work with page layout options in Microsoft Word.

TOPICS

Orientation and Paper Size · Using Live Layout and Alignment Guides · Working with Columns · Advanced Formatting · Working with Fields, Page, and Section Breaks

04**4 Activities**

Reviewing 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

05**2 Activities**

Comparing and Combining Documents

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

TOPICS

Comparing Documents · Combining Documents

06**2 Activities**

Managing Mailings

This module explains how to manage mailings in Microsoft Word.

TOPICS

Creating Envelopes and Labels · Using Mail Merge

07**3 Activities**

Protecting Documents

This module explains how to protect documents in Microsoft Word.

TOPICS

Making Word Documents Read-Only · Password-Protecting Word Documents · Removing Metadata from Files · Restricting Formatting and Editing

Random Useful Features

This module explores various 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
- Copying Macros from Document to Document
- Macro Security
- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility
- Sharing Documents

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Working with Long Documents	LAB: WORKING WITH LONG DOCUMENTS ■ Insert and Update a Table of Contents ■ Working with Footnotes ■ Insert Citations and a Bibliography
02	Finalizing Microsoft Word Documents	LAB: FINALIZING MICROSOFT WORD DOCUMENTS ■ Adding Page Numbers ■ Using Headers and Footers ■ Checking Spelling and Grammar
03	Page Layout	LAB: PAGE LAYOUT ■ Changing the Page Setup ■ Adding Page and Section Breaks
04	Reviewing and Collaborating on Documents	LAB: REVIEWING AND COLLABORATING ■ Adding Comments to a Document ■ Tracking Changes ■ Viewing Markup ■ Accepting and Rejecting Changes
05	Comparing and Combining Documents	LAB: COMPARING AND COMBINING DOCUMENTS ■ Comparing Documents ■ Combining Documents
06	Managing Mailings	LAB: MANAGING MAILINGS ■ Printing an Envelope ■ Using Mail Merge

#	MODULE	ACTIVITY
07	Protecting Documents	LAB: PROTECTING A DOCUMENT ■ Marking documents as final and making them read-only ■ Password-protecting Word documents ■ Restricting formatting and editing options before sharing a document
08	Random Useful Features	LAB: RANDOM USEFUL FEATURES ■ Using Bookmarks ■ Adding Custom Watermarks ■ Recording a Macro ■ Customizing the Ribbon ■ Using the Cloud

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.

Visit koenig-solutions.com

✉ info@koenig-solutions.com