Course Description

Master themes, styles and templates
- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating and using a template
- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

Get started with long documents
- Moving around in a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Title Hierarchy
- Outline view
- Table of contents

Perfect your long documents
- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Master document
- Index
- Citations and bibliography

Work as a team
- Blog posts
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

Find out more…
- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Microsoft account, OneDrive and Office 365 SharePoint
- You need to know: Best practice with a word processor
- You need to know: Sharing a document