

Document Generated: 03/12/2026

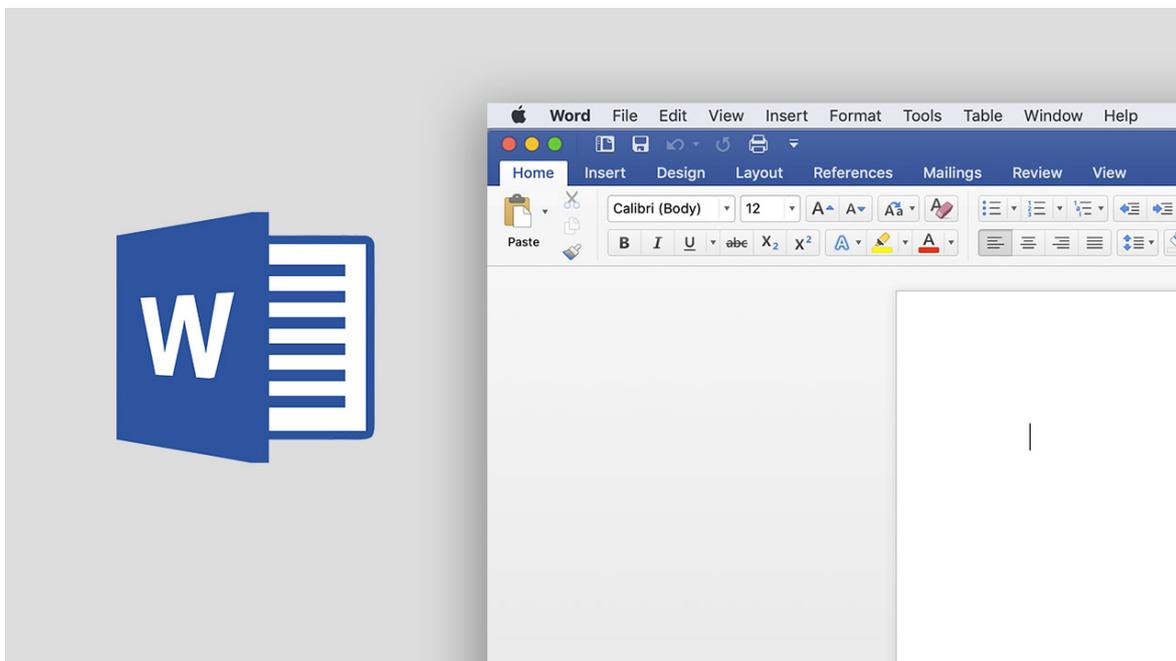
Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 4 Hours

Word 2016 Advanced - Part 1



About this Course:

Microsoft Word is the most popular word processing application. This course is designed to give you the essential skills to optimize your documents efficiently. Our Microsoft Word experts give you hands-on experience on how to use all the features that come with this powerful word processing tool.

Audience:

- Anyone interested in using advanced features including: inserting citations, bookmarks, hyperlinks, footnotes and bibliographies; creating SmartArt, inserting and editing images, and building basic automations with macros.

Knowledge of Word Introduction and Intermediate concepts is preferred.

Prerequisites:

- Have an intermediate level knowledge of Microsoft Word 2016

Course Outline:

- Introduction
- Creating Forms
- More Content Controls
- Testing Interactive Forms
- Protecting Forms
- Highlights and Comments
- Making Tracked Changes
- Reviewing Changes
- Combining Multiple Versions of a Document
- Inserting a Table of Contents
- Customizing a Table of Contents
- Footnotes and Endnotes
- Citations
- Bibliographies
- Adding an Index

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)