

Word 2016 Advanced - Part 2

Modality: On Demand

Duration: 4 Hours

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:

- Recording FixPhone Macros
- Running FixPhone Macros
- Recording and Running MySignature Macros
- Creating Macro-Enabled Documents
- Assigning Keyboard Shortcuts While Recording Macros
- Adding Macro Buttons to the QA Toolbar
- Customizing the Ribbon
- Renaming Command Buttons
- Removing Macros
- Creating Bookmarks
- Hyperlinks
- Saving as Web Pages
- Playing TicTacToe
- Saving as PDF
- Editing PDF Files