

# Microsoft Word 365 - Advanced

GoSkills online course syllabus

Saturday, July 27, 2024

**Skill level**

Intermediate

**Lessons**

22

**Accredited by**

CPD

**Pre-requisites**

[Microsoft Word 365 - Basic](#)

**Versions supported**

365, 2021, 2019

**Video duration**

1h 39m

**Estimated study time**

11h for all materials

**Instructor**

Andy Lanning

## References Ribbon

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- 1** **Table of Contents**  
Learn to create an automated Table of Contents.
- 2** **Update the Table of Contents**  
Learn how to update the Table of Contents when changes are made to a document.
- 3** **Mark Entry for Table of Contents**  
Learn to create an advanced-level Table of Contents using "Mark Entry".
- 4** **Footnotes**  
Learn to place footnotes and endnotes which link to the document text.
- 5** **Citations and Bibliography**  
Learn to cite your sources for a college paper or report.
- 6** **Using Captions**  
Learn to create and link captions to images and text.
- 7** **Create an Index**  
Create an Index organized by topic or keyword.

## Custom Styles

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- 8 **Create and Apply a Style**  
Learn to format text and save the style inside the Style Gallery for future use.
- 9 **Rename, Modify, and Remove Styles**  
After mastering styles, keep the Style Gallery tidy by editing or removing styles.
- 10 **Reveal Formatting**  
Learn to use the Reveal Formatting pane to look beyond surface formatting.
- 11 **Selection Tool and Format Pane**  
Learn to use this tool when working with graphics and styles.

## Mailings Ribbon

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- 12 **Envelopes and Labels**  
Learn how to quickly produce a printed envelope or label for postal mail.
- 13 **Mail Merge to Labels**  
Auto-populate a sheet of labels with text pulled from a list.
- 14 **Mail Merge to Envelopes**  
Merge mailing lists to print directly onto envelopes.
- 15 **Mail Merge to Form Letters**  
Auto-populate a form letter with various fields pulled from a list.
- 16 **Mail Merge to Emails**  
Merge Outlook Contact lists into emails so each recipient gets a personal email.
- 17 **Mail Merge Tips from Experience**  
Learn tips for label margins and ensure your labels print perfectly.

## Review Ribbon

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- 18 **Proofing**  
Learn how to spellcheck, find a better word, or count the total words in a document.

**19** Language and Translation  
Translate an existing document or set the Word program to use a different language.

**20** Comments  
Learn to place notes in the margins of a document and control those notes.

**21** Track Changes  
Track changes will show which person made which changes in a document.

**22** Compare Documents  
Comparing documents takes two versions of a document and compares for changes.

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