

# Microsoft Word - Advanced

GoSkills online course syllabus

Tuesday, July 5, 2022

**Skill level**

Intermediate

**Lessons**

22

**Accredited by**

CPD

**Pre-requisites**

[Microsoft Word - Basic](#)

**Versions supported**

2013, 2016, 2019, 2021, 365

**Video duration**

1h 38m

**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 a made to a document.
- 3** **Mark Entry for Table of Contents**  
Learn to create an advanced level TOC 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 then capture it 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 text 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 email merges.

## 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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