CC goskills Microsoft Word 2019 - Advanced

GoSkills online course syllabus Thursday, May 1, 2025

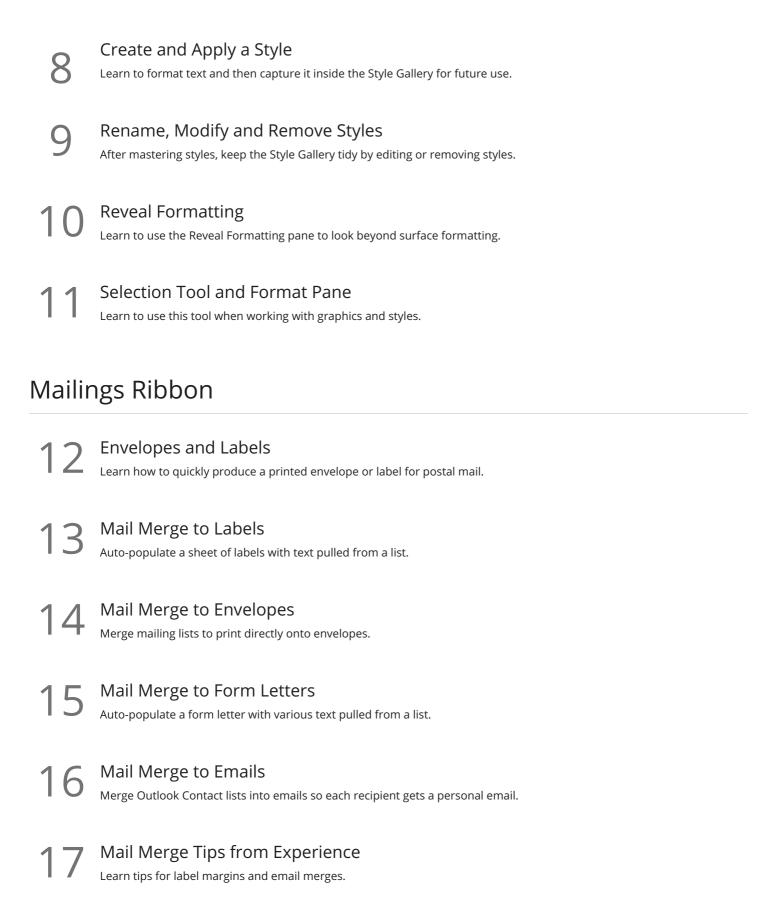
Skill level	Lessons	Accredited by
Intermediate	22	CPD
Pre-requisites	Versions supported	Video duration
<u> Microsoft Word - Basic</u>	2013, 2016, 2019, 2021, 365	1h 38m
Estimated study time	Instructor	
11h for all materials	Andy Lanning	

References Ribbon

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".
 - Footnotes Learn to place footnotes and endnotes which link to the document text.
- Citations and BibliographyLearn to cite your sources for a college paper or report.
- 5 Using Captions Learn to create and link captions to images and text.
 - Create an Index Create an Index organized by topic or keyword.

Custom Styles



Review Ribbon

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

\mathbf{O}	Language and Translation
9	Translate an existing document or set the Word program to use a different language.

Comments

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

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

20

Compare Documents

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

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