goskills

Microsoft Word 2019 - Advanced

GoSkills online course syllabus

Saturday, July 26, 2025

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

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

Mailings Ribbon

Review Ribbon

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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