go skills

Microsoft Word 2019 - Advanced

GoSkills online course syllabus

Tuesday, September 9, 2025

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

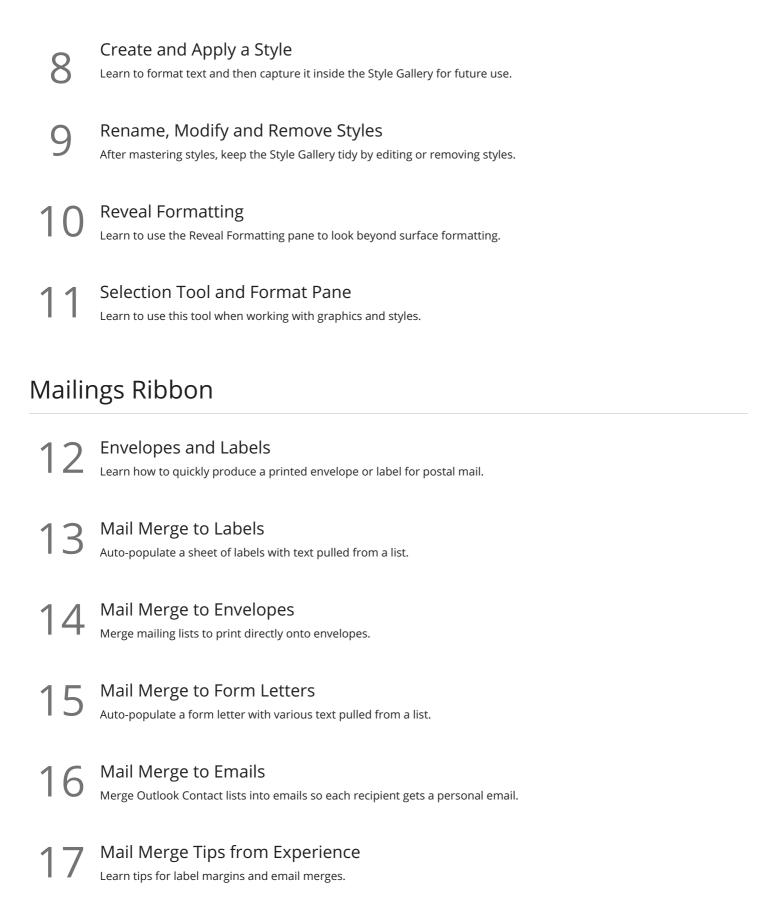Learn to create an advanced level TOC using "Mark Entry".

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

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

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

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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