Course Description:

This Microsoft Word 2016 Expert Certification Guide teaches you how to use a variety of intermediate and advanced features to create and format business documents such as online forms and personalised mailings; and how to include reference tables; manage multiple documents; and customise various Word elements. Some topics will review core skills sets and will then be discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skills set.

Delegates who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Specialist Word 2016 Expert Exam 77-726. In order to complete the Expert course, the delegates need to have completed the Word Advanced course at PCS.

Before undertaking the course, PCS will give you the expert training manual and access to our training quizzes. Delegates will need to use these resources to learn and revise for the exam. Once the delegate has used these resources they can come to our offices for a 1-day session at our offices to help you pass the exam.

PCS Learning Hub: PCS offer a unique service where delegates can book a time to come to our offices and use our equipment to learn the material, working at your own pace away from any distractions.

Course Prerequisites

This course assumes that delegates have completed all levels of PCS' Microsoft Word scheduled courses, or at least have the equivalent Word knowledge and experience, as well as knowledge in Microsoft Windows. Delegates should be able to:

- Start and run Windows
- Use the taskbar
- Use the Start button
- Use the Help feature
- Create and manage documents
- Format text, paragraphs, and sections
- Create tables and lists

- Use Minimise, Restore Down/Maximise, or Close
- Use the left and right mouse buttons appropriately
- Understand file management techniques
- Navigate between files, folders, or drives
- Apply references
- Insert and format objects

Course Contents:

Session 1:
Using Advanced Design Elements
- Customising Templates
- Sharing Template Tools
- Working with Styles
  - Creating Styles
  - Modifying Styles
  - Styles, Structure, and Navigation
- Customising Themes and Style Sets
  - Customising Themes
  - Customising Colour Sets
  - Customising Font Sets
  - Customising Style Sets
- Searching for Specific Information
  - Searching with Wildcards
  - Finding and Replacing Formatting
- Controlling the Text Flow
  - Text Flow Options
  - Using Hyphenation
  - Using Line Numbers
- Lesson Summary
- Review Questions

Session 2:
Managing Documents
- Managing Documents
  - Using Comments
  - Using Track Changes
  - Reviewing a Document
- Importing and Linking to External Content
  - Importing External Data as an Object
  - Importing External Data as Text
- Linking Text Boxes
- Comparing and Combining Documents
  - Combining Documents
  - Resolving Style Conflicts
  - Managing Document Versions
- Protecting Documents
  - Encrypting a Document with a Password
  - Restricting Editing
  - Restricting Access
  - Marking a Document as Final
  - Adding a Digital Signature
- Lesson Summary
- Review Questions

Session 3:
Using Productivity Tools
- Customising Global Settings
  - Displaying Hidden Ribbon Tabs
  - Setting the Default Font
- Setting Up Forms
  - Creating Online Forms
  - Inserting Content Controls
  - Content Control Properties
  - Adding Help Tips
  - Locking the Form
- Working with Building Blocks
  - Using Quick Parts
  - Using the Building Blocks Organiser
- Understanding Macros
  - Configuring Security for Macros
  - Recording Macros
  - Running Macros
  - Editing Macros
  - Organising Macros
- Lesson Summary
- Review Questions

Session 4:
Working with Advanced References
- Accommodating a Global Audience
  - Utilising Global Content Standards
  - Using Alt Text
  - Configuring Language Options
- Adding Document References
  - Using Captions
  - Inserting a Table of Figures
- Creating Indexes
  - Index Entry Types
  - Marking Index Entries
  - Generating an Index
  - Updating an Index
- Creating Tables of Contents
  - Choosing a Format Style
  - Customising the Table of Contents
  - Updating the Table of Contents
- Understanding Mail Merge
  - Understanding Recipients Lists
  - Managing Recipient Lists
  - Understanding Main Documents
  - Inserting Merge Fields
  - Previewing the Merge Results
  - Finishing the Merge
- Lesson Summary
- Review Questions