



INFOCUS COURSEWARE

# Microsoft Word 2016

## Level 3 (with Challenge Exercises)



Product Code: INF1652

### ❖ General Description

**Microsoft Word 2016 - Level 3 (with Challenge Exercises)** is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- create and work with a table of contents
- create and work with an index in a document
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks
- create and delete cross references
- use **AutoCorrect** to automatically correct words and phrases
- create and use building blocks
- work with custom dictionaries
- use the features of **Word** to work collaboratively with others
- use reviewing and commenting tools when editing documents
- understand and use the tracking feature in **Word**
- compare multiple versions of the same document
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with electronic forms in **Word**
- create and work with **SmartArt**
- work with a **PDF** document
- create and work with macros

### ❖ Prerequisites

**Microsoft Word 2016 - Level 3** assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

203 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## Product Information

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### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.appliededucation.edu.au](http://www.appliededucation.edu.au)

*This information sheet was produced on Wednesday, November 16, 2016 and was accurate at the time of printing.*

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## Contents

### Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating With a Table of Contents
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents
- Challenge Exercise
- Challenge Exercise Sample

### Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries With an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index
- Challenge Exercise
- Challenge Exercise Sample

### Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document
- Challenge Exercise
- Challenge Exercise Sample

### Footnotes and Endnotes

- Understanding Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Locating Footnotes and Endnotes

- The Footnote and Endnote Dialog Box
- Changing the Number Format
- Converting Footnotes and Endnotes
- Deleting Footnotes and Endnotes
- Challenge Exercise
- Challenge Exercise Sample

### Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Challenge Exercise
- Challenge Exercise Sample

### Cross Referencing

- Creating Cross-References
- Deleting Cross-References
- Challenge Exercise
- Challenge Exercise Workspace

### AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat as You Type
- Challenge Exercise
- Challenge Exercise Sample

### Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Challenge Exercise
- Challenge Exercise Data

### Custom Dictionaries

- Understanding Custom Dictionaries
- Adding Words to the Custom Dictionary
- Adding Words to the Custom Dictionary File

### Working Collaboratively

- Co-Authored Documents
- Saving to OneDrive
- Sharing Documents
- Opening Shared Documents
- Challenge Exercise
- Challenge Exercise Workspace

### Document Commenting

- Inserting Comments
- Working With Comments
- Printing Comments
- Challenge Exercise
- Challenge Exercise Sample

### Tracking Changes

- Understanding Tracking Changes
- Enabling and Disabling Tracked Changes
- Switching Between Simple Markup and All Markup
- Using Comments in Tracked Changes
- Showing and Hiding Markup
- Showing Revisions Inline and in Balloons
- Advanced Tracking Options
- Accepting and Rejecting Changes
- Challenge Exercise
- Challenge Exercise Sample

### Comparing Documents

- Understanding Document Comparisons
- Selecting Documents to Compare
- Accepting and Rejecting Changes
- Saving the Revised Document
- Challenge Exercise
- Challenge Exercise Sample

### Protecting Documents

- Understanding Document Protection
- Making a Document Read Only
- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection



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Applying an Open Document  
Password  
Applying a Modify Document  
Password  
Challenge Exercise  
Challenge Exercise Sample

### Fields

Understanding Fields  
The Field Dialog Box  
Inserting a Document Information  
Field  
Setting Field Properties  
Showing and Hiding Field Codes  
Showing and Hiding Field Shading  
Inserting Formula Fields  
Inserting a Date and Time Field  
Updating Fields Automatically When  
Printing  
Locking and Unlocking Fields  
Applying a Number Format  
Challenge Exercise  
Challenge Exercise Sample

### Interactive Fields

Understanding Interactive Fields  
Inserting a FILLIN Field  
Typing Field Codes Into a Document  
Activating Interactive Fields  
Inserting an ASK Field  
Using REF to Display Bookmarks  
Activating Fields Automatically  
Challenge Exercise  
Challenge Exercise Sample

### Electronic Forms

Understanding Electronic Forms in  
Word  
Creating the Form Layout  
Understanding Content Controls  
Displaying the Developer Tab  
Inserting Text Controls  
Setting Content Control Properties  
Inserting the Date Picker Control  
Inserting Prompt Text  
Inserting Formulas  
Inserting a Combo Box Control  
Inserting a Drop Down List Control  
Protecting and Saving the Form  
Using an Electronic Form  
Editing a Protected Form  
Challenge Exercise

Challenge Exercise Data

### SmartArt

Understanding SmartArt  
Inserting a SmartArt Graphic  
Inserting Text  
Indenting Text  
Changing the SmartArt Style  
Changing SmartArt Colours  
Changing a SmartArt Layout  
Adding More Shapes to SmartArt  
Resizing SmartArt  
Challenge Exercise  
Challenge Exercise Sample

### Working With PDF Documents

Understanding PDF Documents  
Saving a Document as a PDF  
Viewing a PDF File in Reader  
Opening and Editing a PDF in Word  
Challenge Exercise  
Challenge Exercise Sample

### Macros

Understanding Macros in Word  
Setting Macro Security  
Saving a Document as Macro-  
Enabled  
Recording a Macro  
Running a Macro  
Assigning a Macro to the Toolbar  
Assigning a Keyboard Shortcut to a  
Macro  
Editing a Macro  
Creating a MacroButton Field  
Copying a Macro  
Deleting a Macro  
Tips for Developing Macros  
Challenge Exercise  
Challenge Exercise Data

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