



CHUA CHU KANG COMMUNITY CLUB IT Centre

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Skillsfuture@PA Microsoft Word 2016 Advanced

Using Template, Styles and Themes

- Creating a Template
- Opening a Template
- Changing a Template
- Apply a Quick Styles
- Changing a Style Set
- Creating and Modifying Styles
- Managing Styles
- Understanding Themes

Working with Long Documents

- Creating an Outline
- Read Mode
- Inserting a Table of Contents
- Inserting Building Blocks Using Quick Parts
- Creating Footnotes and Endnotes
- Creating a Bookmark
- Create an Index
- Creating Captions
- Creating a Table of Figures
- Inserting Cross References
- Adding a Cover Page
- Creating Headers and Footers
- Finding Topics in a Long Document

Creating Hyperlink

- Create a hyperlink to a document, file, webpage

or to a blank email message

- Create a hyperlink to a specific place in a document
- Turn off automatic hyperlink
- Show the full path for hyperlinks
- Remove a hyperlinks

Creating Mail Merge

- Starting Mail Merge
- Importing Data from a Database, Spreadsheet
- Creating a Form Letter
- Previewing the Mail Merge
- Completing the Mail Merge
- Merging to Email
- Creating Merged Mailing Labels
- Creating Merged Envelope

Collaborating with other People

- Preparing for Comments and Track Changes
- Working with Comments
- Using Track Changes
- Modifying Track Changes Options
- Comparing and Merging Documents

Protecting and Securing Documents

- Adding Password Protection to a Document
- Restricting Formatting and Editing

Creating Forms with Word

- Show the Developer Tab
- Add Controls to a Document
- Set or Change Control Properties
- Insert a combo box or a drop-down list
- Insert a date picker
- Insert a Check box
- Add Instructional Text to the form
- Add protection to a form

Macro

- Understanding How Macros Automate Your Work
- Create or run a Macro
- Create a macro with a keyboard shortcut
- Run a macro
- Make a Macro available in all documents

Word Options

- Setting Popular Word Options
- Accessing Commands Not in the Ribbon
- Auto Text