» Course Overview

The Microsoft Word Expert course delves into the advanced functionalities of Microsoft Word, empowering participants with comprehensive knowledge and skills to master this essential word-processing tool. Throughout the course, participants will explore intricate features such as advanced formatting, styles, and document automation. By dissecting complex document structures and harnessing the power of macros and templates, participants will gain proficiency in optimizing their workflow and producing professional documents with efficiency. This course is designed for individuals seeking Microsoft Word Expert certification and to elevate their Microsoft Word proficiency, unlocking the full potential of this indispensable application for personal and professional endeavors.

» Course Outline by Module

Module 1	Managing Documents and Templates	**Module 5**	Color, Font, Themes, and Indexes
Module 2	Collaboration and Language Settings	**Module 6**	Captions, Figures, Tables, and Bibliographies
Module 3	Characteristics, Styles, and Paragraphs	**Module 7**	Fields, Controls, and Macros
Module 4	Styles and Blocks	**Module 8**	Mail Merges

» Module Overview and Learning Objectives

| Module 1. Managing Documents and Templates

In this module, you will learn about the intricacies of advanced document management in a professional setting. The module covers essential skills such as modifying existing document templates to tailor them to specific needs and managing document versions efficiently. You will learn the art of comparing and combining multiple documents seamlessly, streamlining collaborative efforts. The module explores the effective utilization of linking to external document content and the strategic enabling of macros for enhanced document functionality. You will also master the art of managing the Quick Access toolbar and displaying hidden ribbon tabs for a customized and efficient workflow. The module concludes with insights into changing the default font in the Normal template, providing a holistic understanding of advanced document management techniques.

Learning Objectives: In this module, students will:

- Modify existing document templates
- Manage document versions
- Compare and combine multiple documents
- Link to external document content
- Enable macros in a document
- Manage the Quick Access toolbar
- Display hidden ribbon tabs
- Change the Normal template default font

| Module 2. Collaboration and Language Settings

This module is designed to fortify your document security and language customization skills. In this module, you will delve into the intricacies of restricting editing, safeguarding documents with passwords, and configuring both editing and display languages. The readings further explore the utilization of language-specific features, ensuring a nuanced and tailored approach to document creation and protection. You will hone your proficiency in securing documents and optimizing language settings, enhancing your overall competence in leveraging Microsoft Word for sophisticated and secure document management.

Learning Objectives: In this module, students will:

- Restrict editing
- Protect documents by using passwords
- Configure editing and display languages
- Use language-specific features

| Module 3. Characteristics, Styles, and Paragraphs

In this module, you will explore the intricacies of efficient text management in Microsoft Word. You will learn to master the art of finding and replacing text using wildcards and special characters, gaining valuable skills in document editing. The module also covers the finesse of finding and replacing formatting and styles, providing a comprehensive understanding of document aesthetics. You'll discover the nuances of applying Paste Options for seamless content integration. Additionally, the module delves into the finer points of document layout, teaching you to configure hyphenation, line numbers, and set paragraph pagination options. By the end of this module, you will be able to use advanced techniques to enhance your document editing proficiency in Microsoft Word.

Learning Objectives: In this module, students will:

- Find and replace text by using wildcards and special characters
- Find and replace formatting and styles
- Apply Paste Options
- Configure hyphenation and line numbers
- Set paragraph pagination options

| Module 4. **Styles and Blocks**

In this module, you'll deep dive into the intricate realm of document styling in Microsoft Word. Beginning with the creation of styles, you will learn how to shape and refine your documents' visual appeal. The module progresses to the art of modifying styles, providing a comprehensive understanding of how to tailor formatting to specific preferences. You'll master the skill of seamlessly copying styles across various documents and templates, ensuring consistency in their visual identity. Additionally, the module explores the creation and management of QuickParts, offering a time-efficient approach to document assembly. Finally, you will grasp the techniques involved in managing building blocks, streamlining the process of handling and incorporating predefined content elements within their documents. This module will equip you with a versatile toolkit for efficient and aesthetically pleasing document styling.

***Learning Objectives*:** In this module, students will:

- Create styles
- Modify styles
- Copy styles to other documents or templates
- Create QuickParts
- Manage building blocks

| Module 5. Color, Font, Themes, and Indexes

In this module, you'll explore the intricacies of design customization, learning to craft unique visual identities for their documents. The module will guide you through the art of creating custom color sets and font sets, empowering you to infuse your work with a personalized aesthetic. You will explore the realm of theme creation, acquiring the skills to develop bespoke themes that align with your creative vision. This module will also cover the creation of custom style sets, enabling you to establish consistent and distinctive formatting across your documents. Practical skills in marking index entries, creating indexes, and seamlessly updating them will be honed, providing you with the tools to enhance the accessibility and organization of your written works. Through hands-on exercises and real-world applications, you will emerge adept at tailoring the visual and structural aspects of your documents to suit their unique preferences and professional requirements.

Learning Objectives: In this module, students will:

- Create custom color sets
- Create custom font sets
- Create custom themes
- Create custom style sets
- Mark index entries
- Create indexes
- Update indexes

| Module 6. Captions, Figures, Tables, and Bibliographies

In this module, you will learn about document organization and citation management. You will learn to seamlessly integrate figures and tables into your work by mastering the insertion of captions and configuring caption properties. The module will guide you through the process of creating and modifying tables of figures, enhancing the overall clarity of document structure. Additionally, you will gain proficiency in the art of bibliography management, covering the insertion and modification of citation sources. The module will equip you with the skills to insert citations within the text and construct bibliographies, ensuring a polished and academically sound presentation of research and references in your documents.

***Learning Objectives*:** In this module, students will:

- Insert figure and table captions
- Configure caption properties
- Insert and modify a table of figures
- Create and modify bibliography citation sources
- Insert citations for bibliographies
- Insert bibliographies

| Module 7. Fields, Controls, and Macros

In this module, you will learn even more about document customization, exploring the addition and modification of custom fields. The module focuses on enhancing document functionality through the insertion and configuration of standard content controls, allowing you to tailor documents to specific needs. Building on this foundation, the module delves into the realm of macros, guiding you in the recording, naming, editing, and efficient deployment of simple macros across various documents or templates. By mastering these skills, you'll gain valuable insights into maximizing the efficiency and personalization of your documents, enhancing your overall proficiency in document creation and manipulation.

Learning Objectives: In this module, students will:

- Add custom fields
- Modify field properties
- Insert standard content controls
- Configure standard content controls
- Record simple macros
- Name simple macros
- Edit simple macros
- Copy macros to other documents or templates

| Module 8. Mail Merges

This course module emphasizes the efficient management of recipient lists, providing you with the skills to seamlessly handle and organize recipient data. You will learn to insert merged fields strategically, ensuring targeted and personalized communication. The module further covers the crucial aspect of previewing merge results, enabling you to assess and refine the output before finalizing documents. You will master the art of creating merged documents, labels, and envelopes, equipping you with comprehensive capabilities to streamline and enhance your document production processes. Through hands-on exercises, you'll gain practical experience utilizing these features to optimize your workflow and produce polished, customized materials.

Learning Objectives: In this module, students will:

- Manage recipient lists
- Insert merged fields
- Preview merge results
- Create merged documents, labels, and envelopes