

**EL445**

OFFICE SUITE

NEW COURSE

# Word 2016 : Advanced Skills - online training

 New courseDURATION  
**5 HOURS**REGULAR FEE  
**140 \$**

## Objectives

You have mastered basic and intermediate commands and would like to progress towards advanced feature. This course will enable you to discover or perfect your knowledge concerning long document management, style usage and customisation, themes and templates, the tracking of changes and protection of your shared documents. You will also discover macros.

## Targeted audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

## Prerequisite

Word basics ([EL444](#)).

## Content

- Master themes, styles and templates
- Moving around a long document
- Using different headers and footers
- Managing footnotes/endnotes
- Hierarchy of titles and table of contents
- Text in columns
- Master document
- Index
- Citations and bibliography
- Tracking changes
- Protecting a shared document
- Macros
- Creating a form
- Protecting and using a form

## General Note

The peculiarity of this online training consists of real training in the software. To enjoy this asset, after connecting to the portal, the identified user is directed to the solution MEDIAplus eLearning in the Cloud. A virtual machine will open on the user's desktop.

NO SETUP is required on the user's computer. Supported operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6 or higher. Supported browsers: recent versions of Internet Explorer (10 and 11), Edge, Chrome, Firefox, Safari. Please note that compatibility with tablets or mobiles is not assured for Office Suite' online training courses.

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