



Microsoft Word Advanced

Professional Documents, Forms and Automation - Course Outline

Course overview. This one-day, instructor-led course builds on Word Intermediate. Delegates learn to produce professional documents with graphics, references and links, collaborate on documents with multiple reviewers, secure documents, build forms and automate repetitive tasks with macros.

Duration	Level	Delivery	Certificate
1 day	Advanced	Onsite or virtual	Electronic attendance certificate

Course Objectives

- Integrate pictures, media and text in professional layouts
- Create text boxes, pull quotes, WordArt, shapes and SmartArt
- Prepare documents for collaboration and merge changes from several reviewers
- Add captions, cross-references, bookmarks, footnotes, citations and a bibliography
- Secure documents with editing restrictions, access controls and digital signatures
- Create and modify forms to manage content
- Automate repetitive tasks by recording and running macros

Course Content

1. Working with Images and Media

- Integrating pictures and text
- Adjusting image appearance
- Inserting other media elements

2. Custom Graphic Elements

- Creating text boxes and pull quotes
- Adding WordArt and other text effects
- Drawing shapes
- Creating diagrams with SmartArt

3. Collaborating on Documents

- Preparing a document for collaboration
- Marking up a document

- Reviewing markups
- Merging changes from other documents

4. Document References and Links

- Adding captions
- Adding cross-references
- Adding bookmarks
- Adding hyperlinks
- Inserting footnotes and endnotes
- Adding citations and a bibliography

5. Securing a Document

- Removing hidden and personal information
- Setting formatting and editing restrictions
- Restricting document access
- Adding a digital signature

6. Using Forms to Manage Content

- Creating forms
- Modifying forms

7. Automating Repetitive Tasks with Macros

- Understanding macros
- Recording a macro
- Running and managing macros

Practical Workplace Application

Exercises use professional workplace documents such as policies, formal reports, forms and documents prepared for review and sign-off.

Progression

Word Advanced completes the College Africa Group Word pathway. Delegates can continue with Microsoft 365 Copilot training to apply AI to everyday document work.