

Microsoft Word Expert



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Online Course

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Microsoft Word Expert

Course Modules



1. Manage Document Options and Settings

- **Manage Documents and Templates**
 - o Modify Existing Document Templates
 - o Manage Document Versions
 - o Compare and Combine Multiple Documents
 - o Link to External Document Content
 - o Enable Macros in a Document
 - o Customise the Quick Access Toolbar
 - o Display Hidden Ribbon Tabs
 - o Change the Normal Template Default Font
- **Prepare Documents for Collaboration**
 - o Restrict Editing
 - o Protect Documents by Using Passwords
- **Use and Configure Language Options**
 - o Configure Editing and Display Languages
 - o Use Language-Specific Features

2. Use Advanced Editing and Formatting Features

- **Find, Replace, and Paste Document Content**
 - o Find and Replace Text by Using Wildcards and Spl charac
 - o Find and Replace Formatting and Styles
 - o Apply Paste Options



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- **Configure Paragraph Layout Options**

- o Configure Hyphenation and Line Numbers
- o Set Paragraph Pagination Options

- **Create and Manage Styles**

- o Create Paragraph and Character Styles
- o Modify Existing Styles
- o Copy Styles to Other Documents or Templates

3. Create Custom Document Elements

- **Create and Modify Building Blocks**

- o Create QuickParts
- o Manage Building Blocks

- **Create Custom Design Elements**

- o Create Custom Colour Sets
- o Create Custom Font Sets
- o Create Custom Themes
- o Create Custom Style Sets

- **Create and Manage Indexes**

- o Mark Index Entries
- o Create Indexes
- o Update Indexes

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- **Create and Manage Tables of Figures**

- o Insert Figure and Table Captions
- o Configure Caption Properties
- o Insert and Modify a Table of Figures

4. Use Advanced Word Features

- **Manage Forms, Fields, and Controls**

- o Add Custom Fields
- o Modify Field Properties
- o Insert Standard Content Controls
- o Configure Standard Content Controls

- **Create and Modify Macros**

- o Record Simple Macros
- o Name Simple Macros
- o Edit Simple Macros
- o Copy Macros to Other Documents or Templates

- **Perform Mail Merges**

- o Manage Recipient Lists
- o Insert Merged Fields
- o Preview Merge Results
- o Create Merged Documents, Labels, and Envelopes

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in terms of time management,
flexibility, and the ability
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