



## MS Word III: Advanced Word 2013/2016

Sub-Topic 1	Managing Word Tables
Description	Creating, formatting tables and applying Borders, Sorting and calculating data
Sub-Topic 2	Managing Mail Merge Main documents and Data Sources
Description	Merge to form letters, envelopes, labels and e-mails
Sub-Topic 3	AutoText Time Saving Features
Description	Study AutoCorrect, AutoFormat, AutoFormat As You Type
Sub-Topic 4	Insert Symbols and Special Characters
Description	Insert various symbols and Copyright, & Registered Trademarks
Sub-Topic 5	Footnotes and Endnotes
Description	Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document.
Sub-Topic 6	Track Changes
Description	Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.
Sub-Topic 7	Macros
Description	Automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.
Sub-Topic 8	Create visually compelling documents
Description	Enhanced Text Effects, using SmartArt Graphics, Screenshots, etc.

### IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Word II: Intermediate Word 2013/2016*, is required.