Goskills

Microsoft Word 365 - Advanced

GoSkills online course syllabus

Skill level	**Lessons**	**Accredited by**
Beginner	22	CPD
Pre-requisites	**Versions supported**	**Video duration**
Microsoft Word 365 - Basic	365, 2021, 2019	1h 39m
Estimated study time	**Instructor**	
11h	Andy Lanning	

References Ribbon

1 **Table of Contents**
Learn to create an automated Table of Contents.

2 **Update the Table of Contents**
Learn how to update the Table of Contents when changes are made to a document.

3 **Mark Entry for Table of Contents**
Learn to create an advanced-level Table of Contents using "Mark Entry".

4 **Footnotes**
Learn to place footnotes and endnotes which link to the document text.

5 **Citations and Bibliography**
Learn to cite your sources for a college paper or report.

6 **Using Captions**
Learn to create and link captions to images and text.

7 **Create an Index**
Create an Index organized by topic or keyword.

Custom Styles

8   Create and Apply a Style

Learn to format text and save the style inside the Style Gallery for future use.

9   Rename, Modify, and Remove Styles

After mastering styles, keep the Style Gallery tidy by editing or removing styles.

10   Reveal Formatting

Learn to use the Reveal Formatting pane to look beyond surface formatting.

11   Selection Tool and Format Pane

Learn to use this tool when working with graphics and styles.

Mailings Ribbon

12   Envelopes and Labels

Learn how to quickly produce a printed envelope or label for postal mail.

13   Mail Merge to Labels

Auto-populate a sheet of labels with text pulled from a list.

14   Mail Merge to Envelopes

Merge mailing lists to print directly onto envelopes.

15   Mail Merge to Form Letters

Auto-populate a form letter with various fields pulled from a list.

16   Mail Merge to Emails

Merge Outlook Contact lists into emails so each recipient gets a personal email.

17   Mail Merge Tips from Experience

Learn tips for label margins and ensure your labels print perfectly.

Review Ribbon

18 Proofing

Learn how to spellcheck, find a better word, or count the total words in a document.

19 Language and Translation

Translate an existing document or set the Word program to use a different language.

20 Comments

Learn to place notes in the margins of a document and control those notes.

21 Track Changes

Track changes will show which person made which changes in a document.

22 Compare Documents

Comparing documents takes two versions of a document and compares for changes.

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