Microsoft Word Advanced

Ferguson Library
Instructed by Frank Skornia

Welcome to Microsoft Word Advanced

By the end of this class you will be able to complete the following skills in Microsoft Word 2016 and Microsoft Word 365:

- Create numbered and bulleted lists
- Organize and manage long documents using breaks and styles
- Format text into multiple columns
- Save Word documents in different formats for sharing
- Comment and track changes to a Word document
- Work on a Word document collaboratively in the Cloud on Google Docs

Exercises

Most exercises will be done with the files available at https://fergusonlibrary.org/online-tech-classes.

1. Create a list in a new Word document
   Start a numbered list
   Make a grocery shopping list with milk, eggs, bread, canned soup, and apples
   Add frozen peas between the second and third items of your shopping list
   Make a sub-list under canned soup to define types. Enter chicken noodle, tomato, and cream of mushroom
   Change the apples entry to "Ingredients for apple pie"
   In a sub-list enter apples, flour, butter, cinnamon, and sugar
   Change the entire numbered list to a bulleted list
   Exit the list and type the note, "Check to see if chicken is on sale" underneath the list
   When would you use a numbered list? When would you use a bulleted list?
2. Work with long documents
   Open the *alice-in-wonderland.docx* file you downloaded from the class webpage
   Add page numbers into the footer *(Remember how to do this from the Intermediate class?)*
   Place a **page break** after the introductory note (before the first illustration)
   Place **section breaks** at the end of each chapter

Set the style for each chapter title to **Heading 2**

In the empty space under the introductory note, create a table of contents

Choose some random text in the middle of a chapter and set the style to **Heading 2**

Update your table of contents

Go back to the text you just changed to **Heading 2** and change it back to the **Normal** style

Update your table of contents again

3. Formatting with columns

Place your cursor somewhere in *Chapter I*

Format the text into 2 columns

Scroll down and notice where the column formatting starts and ends

Change the widths of the columns *(Can you make them different widths?)*

4. Working collaboratively

Open the *MSWord_Advanced_Practice.docx* file you downloaded from the class webpage

Note the highlighted changes and comments.

Accept or reject the changes suggested in the document

Make sure that **Track Changes** is turned on and at the end of the second paragraph change the period to a colon and enter the address: 123 Bamboo Lane, Stamford, CT 06901

Save the document as a PDF

Why would you want to save a file as a PDF? Or as a text document?

Click on this link: **MS Word Advanced Google Docs Exercise**

Make changes in the document shared on Google Docs. Watch other people making changes simultaneously

Further Study and Practice

The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit: https://infotrac.gale.com/itweb/stampl_main?db=UDEMY

Suggested Courses:

- Master Microsoft Word Beginner to Advanced
- Comprehensive Microsoft Word
- Professional Documents using Word 2013