# Microsoft Office Word Expert 2013

1. ## Manage and share documents
   - ➤ Manage multiple documents
     - Modifying existing templates
     - Merging multiple documents
     - Managing versions of documents
     - Organizing styles

   - ➤ Copying styles from template to template
     - Copying macros from document to document
     - Linking to external data
     - Moving building blocks between documents
     - Practice tasks

   - ➤ Prepare documents for review
     - Setting tracking options
     - Restricting editing
     - Deleting document draft versions
     - Removing document metadata
     - Marking documents as final
     - Protecting documents by using passwords
     - Practice tasks

   - ➤ Manage document changes
     - Tracking changes
     - Managing comments
     - Using markup options
     - Resolving multidocument style conflicts
     - Changing how markup is displayed
     - Practice tasks
     - Objective review

2. ## Design advanced documents
   - ➤ Apply advanced formatting
     - Using wildcards in find-and-replace searches
     - Creating custom field formats
     - Using advanced layout options
     - Working with document sections

- Setting character spacing options and advanced character attributes
- Linking text boxes
- Practice tasks

➢ Apply advanced styles
- Customizing settings for existing styles
- Creating custom styles
- Creating character-specific styles
- Assigning keyboard shortcuts to styles

➢ Apply advanced ordering and grouping
- Creating and managing outlines
- Creating master documents
- Linking document elements
- Practice tasks
- Objective review

## 3. Create advanced references

➢ Create and manage indexes
- Marking index entries
- Building indexes from auto mark files
- Inserting indexes
- Editing and updating indexes
- Practice tasks

➢ Create and manage reference tables
- Creating and formatting tables of contents
- Creating tables of figures
- Working with tables of authorities
- Setting advanced reference options
- Inserting bibliographies
- Practice tasks

➢ Manage forms, fields, and mail merge operations
- Designing forms
- Working with control properties
- Locking and unlocking forms
- Working with legacy controls
- Inserting and managing document fields
- Performing mail merge operations
- Practice tasks

# 4. Create custom Word elements

➢ Create and modify building blocks
- Editing building block properties
- Creating custom building blocks
- Deleting building blocks
- Practice tasks

➢ Create custom style sets and templates
- Creating custom theme elements
- Customizing templates
- Designing your own templates
- Creating and managing style sets
- Practice task

➢ Prepare a document for internationalization and accessibility
- Configuring language options in documents
- Adding alt text to document elements
- Creating documents for use with accessibility tools
- Managing multiple options for the +Body and +Heading fonts
- Implementing global content standards
- Using a macro to modify tab order in a form
- Practice tasks
- Objective review