

Word 2016 - Importing, Navigation and Formatting

The Word 2016 - Importing, Navigation and Formatting course covers topics included in the Microsoft Office Specialist (MOS) exam. You will Import documents, and use Bookmarks, Cross-references and Hyperlinks. You will also add, Backgrounds, Themes, Headers and Footers and Watermarks.

The estimated time to complete this course is 2 hours and 26 minutes.

Importing Documents

Importing Documents

- Importing Files
- Opening Non-native Files
- Opening PDF Files in Word

Navigation Tools for Documents

Bookmarks and Cross-References

- Long Documents
- Bookmarks
- Adding Bookmarks
- Moving to Bookmarks
- Deleting Bookmarks
- Using Go To
- Cross-references
- Updating Cross-references
- Viewing Field Codes
- Deleting Cross-references

Hyperlinks

- Hyperlinks
- Creating Hyperlinks
- Heading Styles
- Adding a ScreenTip
- Following Hyperlinks
- Using Text Anchors
- Creating New Documents
- Bookmark Hyperlinks
- E-mail Address Hyperlinks

Formatting Documents

Headers and Footers


- Headers and Footers
- Adding Built-in Headers
- Removing Headers
- Adding Custom Headers
- Building Blocks
- Adding File Names
- Adding Header Text
- Automatic Fields
- Adding Built-in Footers
- Removing Footers
- Custom Footer Content
- Formatting Page Numbers
- Navigating Headers and Footers
- Header and Footer Options
- Editing Headers and Footers
- Header and Footer Margins

If you require any further information please contact NYES:

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Backgrounds, Borders and Themes

- Document Formatting
- Applying Background Colour
- Applying Fill Effects
- Using Pictures
- Adding Page Borders
- Applying Themes
- Creating Custom Themes

Watermarks


- Adding Watermarks
- Selecting Watermarks
- Hide Document Text
- Resizing Watermarks
- Modifying Watermarks
- Show Document Text
- Viewing Watermarks

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