# Microsoft Word 2016 Level 3

**Duration:** *1 Day(s)*

## Course Overview

You will have the advanced skills and concepts students need to use Microsoft Word 2013 productively and efficiently. Students will learn to add interactive elements such as forms and content from other applications, and to save a file as a web page. Then they will learn how to use document references such as citations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. In addition, students will learn to record and copy macros, to create and modify VBA modules, and to control Word objects in the Visual Basic Environment. Finally, students will learn the fundamentals of VBA programming through creating control structures, designing VBA forms, and debugging programs.

Review this course online at https://www.alta3.com/courses/MSFT*WRD*2016L3

## Objectives

- Create interactive forms and integrate external content into Word documents.
- Design and utilize document references such as bibliographies and tables of contents.
- Implement customizations and macros to streamline Word-based workflows.
- Understand and apply VBA programming concepts to automate tasks in Word.

## Who Should Attend

- Microsoft Word users seeking advanced skills
- Professionals preparing for MOS Word exams
- Document editors requiring enhanced navigation tools
- Office power users looking to automate tasks

## Prerequisites

- Microsoft Office Word 2013 : Basic.

## Course Outline

### Unit 1: Document interactivity

1. Creating forms
2. Inserting objects and charts
3. Web pages

### Unit 2: Document references

4. Tables of contents and captions
5. Indexes, bibliographies, and footnotes

## Unit 3: Working efficiently

6. Customizing the ribbon

7. Building Blocks

8. Master documents

## Unit 4: Macros and VBA fundamentals

9. Simple macros

10. Visual Basic for Applications

11. Modifying and creating macros

12. Word objects

## Unit 5: VBA programming

13. Control structures

14. VBA forms

15. Debugging and error handling