

## Microsoft Word – Power User Options

These topics are the ones to be aware of if you are an advanced Word user.

- Styles
  - ✓ Understand the use of styles in Word.
  - ✓ Use built-in styles – edit built-in styles.
  - ✓ Create character and paragraph styles.
  - ✓ Use styles to manage complex multi-level numbering in documents.
  - ✓ Use styles to create and update a table of contents automatically.
  - ✓ Use outline view to create and/or manage long documents.
  - ✓ Use the document map to navigate long documents.
- Fields
  - ✓ Use fields to display changing data in a document.
  - ✓ Use fields to carry out calculations in Word tables.
- Add and update cross references in documents.
- Include foot notes and end notes.
- Automatically add numbering to a series of tables or diagrams in a document.
- Create an index for a document.
- Add header and footer information:
  - ✓ Headers and footers the same on every page.
  - ✓ Different on the first page and/or odd and even numbered pages.
  - ✓ Header and footer text that changes in different parts of the document.
  - ✓ Work with page numbering.
- Mail merge – set up the main document and the data source and then merge the two – create standard letters, labels or a basic list – sort and/or filter the data source – include special fields to customise a mail merge further.
- Templates
  - ✓ Create a template.
  - ✓ Use a template.
  - ✓ Modify a template.
  - ✓ Attach a different template to a document.
  - ✓ Create a document with restrictions on the locations where additional content can be entered.
- Document reviewing
  - ✓ Use track changes to record changes made to a document.
  - ✓ Add comments to documents.
- Compare two documents – merge two documents into a single document.
- Write and edit macros to carry out actions automatically.