Word advanced
Lecturer: Massimo Ballerini

Course description and objectives
The course covers the main advanced features of Microsoft Word. In particular, it will be explained how to effectively use format styles, integrate data from different applications, insert graphic objects, tables, equations, footnotes, indexes, tables of contents, cross-references. The aim of the course is to teach how to use Microsoft Word to a professional level in order to create and edit professional documents like letters, reports, term papers, dissertations etc. The course is also valuable as preparation for the ECDL Advanced Word Processing certification.

Upon successful completion of this course, students should be able to:
- design and create structured text documents
- insert in a document fields, notes, cross-references and indexes
- use the mail merge tool
- collaborate with other users in the drafting of a document
- check and prepare a document for storage and printing

Audience
The course is open to all Bocconi students. In particular it is targeted at:
- those who want to prepare for the ECDL Advanced Word Processing certification
- students who are about to start the drafting of their final paper/thesis
- those who want to learn some tricks to create professional documents and reports effectively and quickly

Prerequisites
To have achieved the Word Processing module of the New ECDL Certification, or to have equivalent skills. In particular, it is required to know:
- how to create a document with Word
- how to insert text, images and tables
- how to apply and edit text formatting

Duration
16 hours
Calendar

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon, 19 Sep 2016</td>
<td>18.00 - 19.30</td>
<td>Info U01</td>
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<td>2</td>
<td>Wed, 21 Sep 2016</td>
<td>18.00 - 19.30</td>
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<td>3</td>
<td>Mon, 26 Sep 2016</td>
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<td>4</td>
<td>Wed, 28 Sep 2016</td>
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<td>5</td>
<td>Mon, 03 Oct 2016</td>
<td>18.00 - 19.30</td>
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<td>6</td>
<td>Wed, 05 Oct 2016</td>
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<td>7</td>
<td>Mon, 10 Oct 2016</td>
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<td>8</td>
<td>Wed, 12 Oct 2016</td>
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Syllabus of the course

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Topics</th>
<th>Book reference</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to the advanced text editing</td>
<td>Section 1, 2 and 3</td>
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<tr>
<td></td>
<td>- Review of some basic prior knowledge</td>
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<td></td>
<td>- Importing and adjusting texts from other sources</td>
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<td>- Finding and replacing text elements</td>
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<td>- Paragraph and font formatting</td>
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<td>Exercises</td>
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<td>2</td>
<td>Elements of design: organizing and structuring a document</td>
<td>Section 3 and 4</td>
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<td></td>
<td>- Page layout and text distribution options</td>
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<td>- Options for even/odd pages and for the first page of a document</td>
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<td>- Managing of document sections</td>
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<td>- Creating and using format styles</td>
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<td>- Using multilevel lists</td>
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<td>Exercises</td>
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</table>
3 Elements of design: document and page layouts
- Creating indexes and tables of contents
- Numbering pages
- Inserting fields in a document
- Managing headers and footers

Exercises

4 Inserting and managing graphic objects and text objects
- Using tabular structures in a document
- Inserting pictures, graphic objects and diagrams
- Importing objects from other applications and from the Internet
- Inserting mathematical equations

Exercises

5 Mail merge tool, notes and references
- Inserting footnotes and numbered captions
- Using cross-references and hyperlinks
- Using mail merge

Exercises

6 Proofing tools and sharing options
- Setting the language and using the Thesaurus
- Checking the spelling and the grammar
- Track Changes and collaborative editing of a document
- Managing metadata and security options

Exercises

7 Macro (basic elements) and the options for saving and printing
- Creating and using Word templates
- Options for printing, saving and converting to other formats
- Recording a Macro

Exercises

8 Final test
Software used
Microsoft Word 2016

Suggested bibliography
ECDL Advanced Word Processing Software Using Word 2013, CiA Training Ltd., 2013

Available seats
110