Word advanced

Lecturer: Massimo Ballerini

Language

English

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 ECDL Certification (New or Core) 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

Teaching mode

It will be possible to join the course in presence and/or in distance, by connecting remotely and following the streaming of the lesson held in the classroom.

Calendar

Lecture	Date	Time	Room	Lesson in person with groups by student ID number
1	Sat 03/10/2020	09.30 - 11.00	Info AS05	Even
2	Sat 03/10/2020	11.20 - 12.50	Info AS05	Even
3	Wed 07/10/2020	18.40 - 20.10	Info AS05	Odd
4	Thu 08/10/2020	18.40 - 20.10	Info AS05	Odd
5	Sat 10/10/2020	09.30 - 11.00	Info AS05	Odd
6	Sat 10/10/2020	11.20 - 12.50	Info AS05	Odd
7	Mon 12/10/2020	18.40 - 20.10	Info AS05	Even
8	Wed 14/10/2020	18.40 - 20.10	Info AS05	Even

Syllabus of the course

Lecture	Topics	Book reference
1	**Introduction to the advanced text editing** - Review of some basic prior knowledge - Importing and adjusting texts from other sources - Finding and replacing text elements - Paragraph and font formatting ***Exercises***	**Section 1, 2 and 3**

Lecture	Topics	Book reference
2	**Elements of design: organizing and structuring a document** - Page layout and text distribution options - Options for even/odd pages and for the first page of a document - Managing of document sections - Creating and using format styles - Using multilevel lists ***Exercises***	**Section 3 and 4**
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***	**Section 6 and 10**
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***	**Section 4 and 5**
5	**Mail merge tool, notes and references** - Inserting footnotes and numbered captions - Using cross-references and hyperlinks - Using mail merge ***Exercises***	**Section 6, 11 and 12**
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***	**Section 7 and 8**

Lecture	Topics	Book reference
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***	**Section 1, 9 and 13**
8	**Final test**	

Software used

Microsoft Word 2019 (Office365)

Suggested bibliography

ECDL Advanced Word Processing Software (BCS ITQ L3), ver. Word 2016/365 - syllabus 3.0, CiA Training Ltd, 2016

Available seats

This activity is limited to **60** participants. Registrations cannot be carried out once this number has been reached or after closing of the registration period.