

# 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 **ICDL 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 ICDL 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 ICDL 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

## Teaching mode

This course will be only taught in person. Online mode will not be provided.

## Calendar

Lecture	Date	Time	Room
1	Tue 20/09/2022	18.15 - 19.45	N34
2	Wed 21/09/2022	18.15 - 19.45	N34
3	Tue 27/09/2022	18.15 - 19.45	N34
4	Wed 28/09/2022	18.15 - 19.45	N34
5	Tue 04/10/2022	18.15 - 19.45	N34
6	Wed 05/10/2022	18.15 - 19.45	N34
7	Tue 11/10/2022	18.15 - 19.45	N34
8	Wed 12/10/2022	18.15 - 19.45	N34

**Note:** lessons will be held in the traditional room and **all the students have to bring their own device**.

## Syllabus of the course

Lecture	Topics	Book reference
1	<b>Introduction to the advanced text editing</b> <ul style="list-style-type: none"> <li>- Review of some basic prior knowledge</li> <li>- Importing and adjusting texts from other sources</li> <li>- Finding and replacing text elements</li> <li>- Paragraph and font formatting</li> </ul>	<b>Section 1, 2 and 3</b>
<i>Exercises</i>		

Lecture	Topics	Book reference
2	<b>Elements of design: organizing and structuring a document</b> <ul style="list-style-type: none"> <li>- Page layout and text distribution options</li> <li>- Options for even/odd pages and for the first page of a document</li> <li>- Managing of document sections</li> <li>- Creating and using format styles</li> <li>- Using multilevel lists</li> </ul>	Section 3 and 4
<i>Exercises</i>		
3	<b>Elements of design: document and page layouts</b> <ul style="list-style-type: none"> <li>- Creating indexes and tables of contents</li> <li>- Numbering pages</li> <li>- Inserting fields in a document</li> <li>- Managing headers and footers</li> </ul>	Section 6 and 10
<i>Exercises</i>		
4	<b>Inserting and managing graphic objects and text objects</b> <ul style="list-style-type: none"> <li>- Using tabular structures in a document</li> <li>- Inserting pictures, graphic objects and diagrams</li> <li>- Importing objects from other applications and from the Internet</li> <li>- Inserting mathematical equations</li> </ul>	Section 4 and 5
<i>Exercises</i>		
5	<b>Mail merge tool, notes and references</b> <ul style="list-style-type: none"> <li>- Inserting footnotes and numbered captions</li> <li>- Using cross-references and hyperlinks</li> <li>- Using mail merge</li> </ul>	Section 6, 11 and 12
<i>Exercises</i>		
6	<b>Proofing tools and sharing options</b> <ul style="list-style-type: none"> <li>- Setting the language and using the Thesaurus</li> <li>- Checking the spelling and the grammar</li> <li>- Track Changes and collaborative editing of a document</li> <li>- Managing metadata and security options</li> </ul>	Section 7 and 8
<i>Exercises</i>		

Lecture	Topics	Book reference
7	<b>Macro (basic elements) and the options for saving and printing</b> <ul style="list-style-type: none"> <li>- Creating and using Word templates</li> <li>- Options for printing, saving and converting to other formats</li> <li>- Recording a Macro</li> </ul> <p><i>Exercises</i></p>	Section 1, 9 and 13
8	<b>Final test</b>	

## Software used

Microsoft Word 2019 (Office365)

## Suggested bibliography

*ICDL 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 **110** participants. Registrations cannot be carried out once this number has been reached or after closing of the registration period.