



Computer Teach Pro

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Microsoft Word for Business Level 2 (Int) Objectives (3 hours recommended training time)

Microsoft Word Professional for Legal and Business – Level 2, explores the highest functions of the Word program. Tracking changes in your documents, creating endnotes and footnotes, forms, table of contents and authorities, and preparing your documents for distribution are essential skills that any professional should be using to create functional and useful documents. You will also learn to record your own Macros, making all of your documents more efficient. Paired with Microsoft Word Professional for Legal and Business – Level 1, you can bring your Microsoft Word skills to the highest level.

Forms

1. Creating Forms
2. Editing Forms
3. Finishing Forms

Macros

1. Recording a Macro
2. Adding a Keyboard Shortcut
3. Editing a Macro

Track Changes

1. Track all Changes Made to a Document
2. Accept or Reject Changes
3. View Changes
4. Mark Document as Final

Endnotes and Footnotes

1. Insert an Endnote
2. Insert a Footnote

Table of Contents

1. Generate a Table of Contents
2. Edit a Table of Contents
3. Update a Table of Contents

Table of Authorities

1. Generate a Table of Authorities
2. Edit a Table of Authorities
3. Update a Table of Authorities

Classes can be taken at our school in Great Neck, your business or your home.

We can provide training laptops for classes at your location.

ComputerTeachTMPro

Learn what you need to know! 516.773.9847



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Preparing the Final Document

1. Inspecting the Document
2. Marking the Document as Final
3. Password Protecting the Document

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