

# Microsoft Word

## Proficient User



### Use Templates

- Save a document as a template
- Modify a template
- Rename / delete a template
- Modify the normal template

### Use Heading Styles

- Apply a heading style
- Modify a heading style
- Use the navigation pane
- Create a new heading style
- Remove a style from the gallery
- Add a style to the gallery
- Rename / delete a style
- Copy a style to the normal template
- Delete a style from normal template
- Copy a style to another document

### Use Multilevel List Styles

- Insert a multilevel list
- Create a new multilevel list style
- Modify positioning
- Link a level to a heading style

### Use the Outline View

- Use outline view
- Promote / demote a heading
- Use show level tool
- Collapse / expand a heading
- Move text up / move text down
- Create a subdocument
- Insert a subdocument
- Unlink a subdocument

### Use Section Breaks

- Change page orientation of a section
- Insert a next page section break
- Insert a continuous section break
- Delete a section break
- Unlink a header or footer within a section
- Apply page numbering to a section

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## Use Reviewing Tools

- Track changes
- Display review options
- View / hide reviewing pane
- Accept / reject changes
- Insert / delete a comment
- Compare / combine documents

## Protect a Document

- Protect a document for tracking changes
- Unprotect a document
- Protect a document to allow the user to apply heading styles
- Protect a document to allow comments to be entered
- Protect a document to make it read only
- Create a password to open / modify a document

## Use Form Fields

- Unprotect an existing form
- Protect a form
- Insert a rich text content control
- Insert a check box content control
- Insert a combo box content control
- Insert legacy form controls

## Use Bookmarks

- Insert a bookmark
- Go to a bookmark
- Delete a bookmark
- Insert a hyperlink to a bookmark
- Insert a hyperlink to a bookmark in another document

## Use Referencing Tools

- Insert a footnote
- Insert an endnote
- Insert / update an index
- Insert a caption
- Insert / update a cross-reference
- Insert / update a table of figures
- Insert / update a table of contents
- Modify a table of contents style

## Create and Use Macros

- Create a 'keyboard shortcut' macro
- Edit a macro
- Rename / delete a macro
- Create a 'button' macro
- Copy a macro to a different document
- Create a macro ribbon