

Word: Advanced Document Creation and Collaboration 4 Hrs

Explore Microsoft Word beyond basic typing. This course delves into formatting techniques, the use of templates, document automation, and real-time collaboration features. Participants will learn how to produce polished, professional documents and streamline workflows, whether working solo or as part of a team.

Course Topics Include:

1. Document Structure and Navigation:
 - a. Using headings and styles
 - b. Creating a table of contents
 - c. Inserting bookmarks and hyperlinks
 - d. Navigating with the Navigation Pane
2. Advanced Formatting Techniques:
 - a. Customizing styles and themes
 - b. Working with sections and page breaks
 - c. Using columns and text boxes
 - d. Watermarks, headers, and footers
3. Collaboration and Review:
 - a. Track changes and comments
 - b. Comparing and combining documents
 - c. Using version history
 - d. Sharing and co-authoring in real-time
4. References and Citations:
 - a. Inserting footnotes and endnotes
 - b. Managing sources and bibliographies
 - c. Creating cross-references and captions
 - d. Using citation styles (APA, MLA, etc.)
5. Forms and Automation:
 - a. Creating fillable forms
 - b. Using content controls
 - c. Recording and running macros
 - d. Mail merge for letters and labels

Upon completion of this course, participants will be able to:

- Structure documents using headings, styles, and section breaks for professional formatting
- Apply advanced formatting techniques to enhance readability and consistency
- Collaborate on documents using Track Changes, comments, and version control
- Insert and manage references, citations, and bibliographies
- Create and distribute fillable forms and automated templates
- Utilize Word's integration with other Microsoft tools for seamless workflow

Employee Training Institute instructor Benjamin Smith is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He specializes in technical development of electrical and mechanical systems, production troubleshooting, and data management of key performance indicators in quality and microelectronic assembly. Benjamin brings a wealth of experience in improving employees' abilities in Excel, Word, Outlook, PowerPoint, MS Project, and Electronic Testing. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

Course Cost: \$125.00

WHEN:

**Tuesday
July 1, 2025
5:00 pm – 9:00 pm**

WHERE:

**College of the Canyons - Room TBA
26455 Rockwell Canyon Road
Santa Clarita**

**For more information or to register, please contact:
Jocey Hogan, ETI Program Coordinator at 661.362.5657 or jocey.hogan@canyons.edu**