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

Guidelines

Registration:

You can sign up for the course only through the yoU@B student Diary, in the " **sign-up for various activities**" box (please note that the box appears only when registrations open. Before then it will not be visible).
You can only cancel your registration by diary **no later** than the registration deadline for the course itself. <u>No other ways of cancellation are allowed</u>. Registration will be confirmed a few days before the start of the course through a message posted in the yoU@B student Diary.

Attendance:

- Attendance of **75% or more** of class hours: obtainment of the **Open Badge**
- Attendance of **less than 25%** of class hours: **blacklisting**

Duration

16 hours

Teaching mode

This course will be only taught <u>in person</u>. Online mode will not be provided.

Calendar

Lecture	Date	Time	Room
1	Tue 25/03/2025	18.15 - 19.45	N08 (Velodromo)
2	Wed 26/03/2025	18.15 - 19.45	N08 (Velodromo)
3	Tue 01/04/2025	18.15 - 19.45	N08 (Velodromo)
4	Wed 02/04/2025	18.15 - 19.45	N05 (Velodromo)
5	Tue 08/04/2025	18.15 - 19.45	N08 (Velodromo)
6	Wed 09/04/2025	18.15 - 19.45	N08 (Velodromo)
7	Tue 15/04/2025	18.15 - 19.45	N08 (Velodromo)
8	Wed 16/04/2025	18.15 - 19.45	N08 (Velodromo)

Note: **all students are expected to bring their own device**.

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**
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**

Lecture	Topics	Book reference
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**
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

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.