

# MS Word 2000

## Advanced



Duration: **2 Days** Course Code: **I-A075**

*This course is designed to show advanced and time saving features for experienced and high end users of Microsoft Word 2000.*

### Learning Outcomes

By the end of this course students will be able to create complex publications, integrate data from external applications, develop customised templates and use advanced features

### Prerequisites

This course is designed for students with a good solid knowledge of Word 2000 fundamentals. Basic computer awareness, keyboard and mouse skills are essential.

### Templates

- Create, Modify and use Templates

### Styles

- Create Paragraph and Character Styles
- Create, Modify, Use and Delete Customised Styles
- Copy Styles using the Organiser

### Outlining

- Use the Outline and Document Map views
- Create an Outline for New and Existing Documents
- Collapse, Expand and Change the Order of Heading Levels

### Outline Numbering

- Create Outline Numbered lists
- Create Heading Numbering

### Forms

- Create and Modify a Form
- Add Help information in Forms
- Protect/Unprotect a Form
- Create Catalogues and Lists

### Form Fields

- Insert, Select, Update and Delete fields
- Insert Fields with Switches

### Reference Documents

- Create and Modify a Table of Contents
- Create and Modify an Index
- Use Bookmarks
- Create a Cross-Reference
- Apply Automatic Captions

### Footnotes, Endnotes, Headers and Footers

- Create and Revise Footnotes and Endnotes
- Format First page Headers and Footers differently to subsequent pages

### Workgroup Editing

- Review documents using Comments and Tracked changes
- Route documents
- Create Multiple versions of a document
- Create a Master document

### Macro's

- Record and Run a Macro
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- Edit, Copy, Rename and Delete a Macro
- Use Macro's to automate Templates

### Mail Merge

- Merge a document using variable data
- Edit the Data Source
- Merge using a Non-Word Data Source
- Customise your Merge

### Columns

- Create Columns and revise Structure
- Balance column Length
- Keep Text in columns Together

### Advanced Formatting

- Using Text Flow options and Non-Breaking spaces

### Text and Graphic Effects

- Creating Drop Caps
- Creating WordArt Headings
- Creating Watermarks

### Charting

- Create and Modify Charts
- Import Data into Charts

### Integrated Software

- Work between Applications
- Create and Import Worksheets into a Table
- Perform Calculations

### File Protection

- Protecting Documents