

MS Word 2003

Advanced



Duration: **2 Days** Course Code: **I-A095**

This course is designed to show advanced and time saving features for experienced and high end users of Microsoft Word 2003.

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 2003 fundamentals. Basic computer awareness, keyboard and mouse skills are essential.

Advanced Formatting

- Using Text Flow options and Non-Breaking spaces
- Outline Numbering & Line Numbering

Columns

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

Form Fields

- Insert, Select, Update and Delete fields
- Insert Fields with Switches
- Use Fill-In fields and Calculation Fields

Templates

- Create, Modify and use Templates
- Set the Default location for Workgroup Templates

Mail Merge

- Merge a document using variable data
- Choose Recipients from and Edit, Filter and Sort the Source Data

- Customise with Additional Merge Fields

Mailing Labels and Envelopes

- Create mailing labels for multiple addresses
- Creating a page of labels for a single address

Macro's

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

Forms

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

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
- Create a Master Document

Reference Documents

- Footnotes and Endnotes
- 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
- Save documents as HTML

Text and Graphic Effects

- Creating Drop Caps
- Creating WordArt Headings
- Creating Watermarks
- Create Diagrams

Charting

- Create and Modify Charts
- Import Data into Charts

Integrated Software

- Work between Applications
- Insert files from other Applications
- Edit Linked & Embedded Objects

File Protection

- Protecting Documents
- Auto Recovery Process