

Word 2003 Advanced Course A One Day Training Course

Course Aims

This one-day course is designed to allow users to work with MS Word's advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with longer, more complex documents and use Word's advanced mail merge tools (please note, basic mail merge is not covered on this course).

Review

- Sections and breaks
- Headers and footers

Advanced File Management

- Selecting Multiple Files
- Opening Multiple Files
- Using Cut/Copy and Paste to Move and Copy Files
- File Properties
- File Summary
- Previewing Files
- Searching for files

Templates

- Creating New Templates
- Modifying Existing Templates
- Creating a Template From an Existing File
- Workgroup Templates

Forms

- Creating the Form Document
- Accessing the Form and Entering Data

Styles

- What are Styles
- Using Words Built-in Heading Styles
- Creating Styles
- Applying Styles
- Modifying Styles
- Replacing Styles
- Organising Styles

Using Outline View

- Applying Heading Styles Using Outline View
- Rearranging a document in Outline View

Master Documents

- To Create a New Master Document
- Opening Master Documents
- Opening Sub-Documents
- Adding Existing Files to a Master Document
- Removing a file from a Master Document
- Printing the Master Document

Target Audience

Experienced intermediates who deal with longer documents and wish to learn about the tools that are available in Word that can save time and increase productivity.

Assumed Knowledge

Participants on this course should have a good working knowledge of Word, gained from prior attendance on an "MS Word Level 1 and 2 course or from a user environment.

Tables of Contents

- Generating a Table of Contents
- Formatting a Table of Contents
- Updating a Table of Contents

Indexes

- Creating an Index
- Updating an Index

Footnotes and Endnotes

- Creating Footnotes or Endnotes
- Viewing and Editing Footnotes or Endnotes
- Deleting Footnotes or Endnotes

Cross-references

- Inserting a Cross Reference
- Updating Cross-references

Inserting Comments and Changes

- Comments
- Inserting Comments
- Editing Comments
- Deleting Comments
- Sharing and Reviewing with Track Changes

Links to Other Files

- Updating Links Manually

Advanced Mail Mergin

- Different Source File Formats
- Merging Outlook contacts
- Email merges
- Setting Criteria in a Mail Merge
- If...Then...Else... Field