

MICROSOFT OFFICE WORD 2003 ADVANCED

COURSE AIMS

This course is aimed at existing users of Microsoft Word who wish to extend their knowledge to the more advanced features of the package.

On completion of this course the user should be able to confidently do the following:

- Define and use styles.
- Manage a structured document by outlining and include a table of contents.
- Create, insert and position pictures to use Word for DTP.
- Use fields and macros to automate Word tasks.

COURSE CONTENT

Styles

Defining and Saving Styles
Automatic Style Creation
Applying Styles

Document Outlines

Creating and Using an Outline
Master Documents
Document Maps

Fields

Inserting and Managing Fields
Field Function Keys
Fields for Maths
Form Fields

Bookmarks

Inserting a Bookmark
Using Bookmarks

Long Documents

Tables Of Contents
Indices
Captions and Tables of Figures

NOTES

Users wishing to attend this course should have attended a Word Introduction course, or have at least a similar level of knowledge and experience.

Ability also offer a Word Visual Basic for Applications course for experienced users wishing to customise Word.

Mail Merge

Creating a Mail Merge
Mailing Labels
Record Selection

Document Templates

Creating a Template
Modifying a Template

Pictures

Inserting and Positioning
Pictures
Drawing Tools

Notes

Annotation
Comments
Footnotes

Working with Web Tools

Macros

Recording a Macro
Running a Macro
Macros in Templates