

Advanced Microsoft Word

Course Outline



Product Versions: 2003, 2007, 2010

Course Duration - 1 day

Pre Requisite: Experienced users with a sound knowledge of Word who need to use complex tasks and documents.

Objectives: Upon completion of the course the delegate will be able to apply complex techniques and advanced features with confidence utilising mail merging, tracking, and templates. Delegates will be able to design their own templates, master documents and macros.

COURSE CONTENT

Mail Merge

- Creating a mail merge
- Specifying the data source
- Preparing the form letter
- Editing and sorting a mail merge list
- Viewing changes in a merged document
- Query and sort options
- Creating mailing labels

Working with forms

- Creating a form
- Modifying forms
- Text fields
- Checkboxes
- Using drop-down menus
- Protecting and printing forms
- Using digital signatures

Creating Macros

- Creating and editing a macro
- Recording and running macros
- Inserting macros
- Using macros in forms
- Assigning a macro to a button on a toolbar

Fields

- Inserting fields
- Inserting fill-in-fields
- Deleting fields
- Updating, locking and unlocking fields
- Using the sum formula within a table

Master Documents

- Creating a new master document
- Inserting sub-documents
- Unlinking or removing a sub-document
- Using text outline options
- Footnotes and endnotes

Protecting and Restricting Forms & Documents

- Protecting a form
- Adding & removing passwords
- Restricting editing and formatting
- Allowing only tracked changes or comments
- Marking a document as a final version

Creating & Modifying indexes & Tables

- Creating an index
- Creating a table of contents
- Creating & updating a table of figures
- Marking and index entry
- Marking an index sub-entry
- Compiling and updating an index

Continued Overleaf



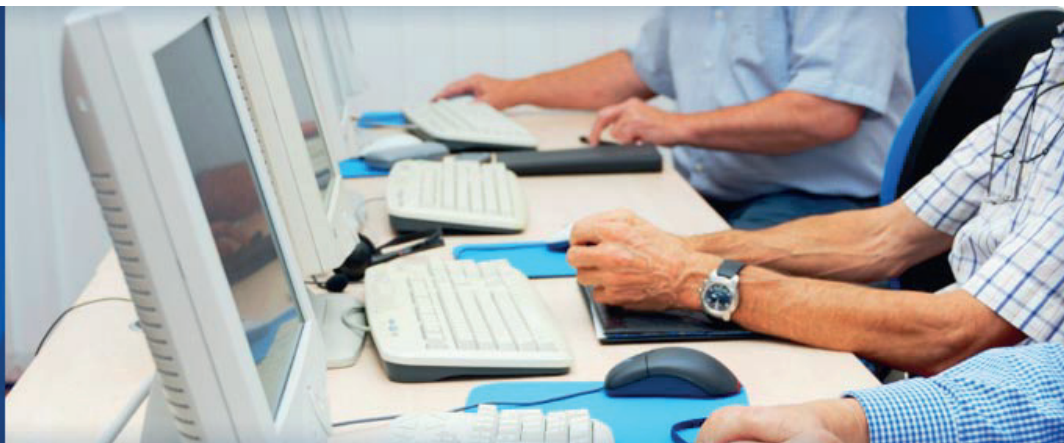
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COURSE CONTENT (continued)

Tracking & Comments

- Tracking changes
- Locating and managing document changes
- Accepting and rejecting changes
- Setting reviewer options
- Setting balloon options
- Inserting & reviewing comments
- Editing comments

Revising Documents

- Reviewing and modifying summary information
- Defining and using bookmarks
- Inserting a bookmark
- Removing a bookmark
- Showing & hiding bookmarks
- Using document map and thumbnails

Customising Menus & Toolbars

- Creating and customising menu bars
- Customising the default toolbars
- Creating custom toolbars

Linking & Embedding

- Embedding data into a document
- Editing & deleting embedded data
- Linking data from a document

Comparing & Combining Documents

- Sending a document for review
- Sending a document as an email attachment
- Comparing documents

Hyperlinks

- Creating and modifying hyperlinks
- Inserting hyperlinks to other documents and web pages
- Editing and removing hyperlinks

Templates

- Creating and using a Word template
- Modifying a Word template



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