

Creating Complex Documents in MS Word

2002 / 2003 / 2007



Duration: 1 Day

Who Should Attend / Target Audience

This course has been developed for people responsible for creating, setting up, modifying or maintaining long documents in Microsoft Word.

Prerequisites

Participants must have attended or have an applied knowledge of topics covered in the MS Word Intermediate course.

Learning Outcomes

- Create, modify and use Templates
- Use Sections to correctly format documents
- Use Headers and Footers
- Document automation using Macros
- Use Fields that prompt the user for input

Course Content

Version: 21/12/09

Templates

Creating a New Template
Using a New Template
Modifying a Template

Longer Documents

Creating a Table of Contents
Navigating a Table of Contents
Updating a Table of Contents
Updating Page Numbering
Marking Index Entries
Creating a Concordance File
Using a Concordance File
Deleting Index Entries
Creating an Index

Sections

Next Page Section Breaks
Continuous Section Breaks
Controlling Odd and Even
Section Breaks

Master Documents

Creating a Master Document
Creating Subdocuments
Working with a Master Document
Inserting Subdocuments
Formatting a Master Document
Editing Subdocuments
Merging Subdocuments
Splitting Subdocuments
Deleting Subdocuments
Building a Table of Contents

Headers And Footers

Formatting Headers and Footers
First Page Headers and Footers
Creating Odd and Even Pages

Importing

Pasting and Linking a Worksheet
Inserting a Document
Importing a Database Table
Importing a Chart

Merging Techniques

Performing a Conditional Merge
Sorting a Merge
Another Data Source
Using IF for Merging
Skipping Records
Merging Statistics
Merging Fields that Prompt
Merging with Prompts

Drawing Techniques

Aligning and Distributing Objects
Drawing Grid Settings
Rotating and Flipping
Working with Layers
Applying 3-D Effects
Applying Fills and Shadows
Grouping Drawing Objects

Fields

Document Information Fields
Working with Fields
Formula Fields
Unlinking Fields
Updating Fields when Printing

Electronic Forms

Creating a Structure for Forms
Text Fields in a Form
Form Field Properties
Date in a Form Field
Text Field Help
Adding Numeric Fields
Creating Calculation Fields
Creating Fields that Total
Creating Drop Lists
Creating Tick Boxes
Protecting an Electronic Form

Macros

Macro Security Level
Recording a Simple Macro
Running a Macro
Assigning a Macro
Modifying a Macro
Creating a Custom Menu
Editing a Macro
Deleting a Macro
Removing References

Additional Topics:

WordArt
Captions
Document Review
Document Security
General Computer Usage

Next Level Course: Adobe Acrobat Introduction

Availability: In House Closed Group Public

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