

Microsoft Word Advanced

2002 / 2003 / 2007



Duration: 1 Day

Who Should Attend / Target Audience

This course has been developed for people who want to use the complex features of Word to work with long documents, create forms and use automation to limit repetitive tasks.

Prerequisites

Participants will need to have attended the Microsoft Word Intermediate course or have a working knowledge of the topics covered.

Learning Outcomes

- Work with captions, WordArt and drawing tools
- Create fields such as 'Table of Contents' and 'Index Lists' for documents
- Customise Word with macros and create new toolbars and menus
- Create user friendly forms including using drop down and check boxes.
- Integrate Word with other applications
- Create more advanced tables

Course Content

Version: 21/12/09

Captions

Adding Captions
Adding a Figure Number

Multiple Documents

Splitting a Window
Opening Multiple Documents
Dragging Text between Documents
Saving all Documents

Page Borders

BorderArt
Border Options
More Border Options

Advanced Table Features

Formula Revision
Merging and Splitting Cells
Splitting Cells
Table Headings
Tabs in Tables
Decimal Tabs in Tables
Inserting Tabs in Tables
Updating Table Formulas
Text Direction
Converting Tables
Converting Tabs to a Table
Splitting the Table

Replacing Characters

Converting Spaces to Tabs
Converting Text to a Table
Sorting the Table

Forms and Fields

Drop Down Form Fields
Text Form Fields
Check Box Form Fields
Custom Help Text
Protecting the Form

Footnotes

Inserting Footnotes
Viewing Footnotes
Footnote Options

Templates

Creating a Template
Creating Fill-in Fields
Viewing Fields
Saving a Template
Using a Template

Macros

Creating a Macro
Assigning the Macro to a Toolbar
Formatting the Macro Icon
Recording the Macro Actions
Using the Macros Dialog box
Deleting a Macro

Customising the Toolbar

Removing an Icon
Adding an Icon
Modifying an Icon
Modifying a Screen Tip

Table of Contents

Generating a Table of Contents
Using Hyperlinks
Updating the Table of Contents

Indexes

Compiling the Index
The Index
Changing the Index Format
Updating the Index

Charts

Editing Data
Changing a Chart Type
Sizing a Chart
Rotating a Chart
A Data Table
Deleting a Series Axis
Formatting a Chart
Returning to Word

WordArt

Editing the Text
The WordArt Toolbar
Text Wrap
The Adjustment Handle
Diagramming
Adding Shapes
Diagram Style Gallery
Changing Shapes

Creating Links

Establishing the Link
Testing the Link

Drawing Tools

The Drawing Toolbar
Drawing and Formatting an Object
AutoShapes

Next Level Course: Adobe Acrobat Introduction

Availability: In House Closed Group Public

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