



PREREQUISITES

Delegates attending an Advanced Level Course should have attended the one day Microsoft Word Intermediate Course or should have attained a similar level of expertise.

COURSE OBJECTIVES

This one day course is designed for existing users of Microsoft Word who wish to use the advanced features such as Templates, Forms and Macros.

MICROSOFT WORD ADVANCED – ONE DAY

Course Content

Templates

- Using Predefined Microsoft Templates
- Using A Template Wizard
- Creating A Template
- Designing Professional Templates
- Using A Template
- Editing A Template
- Adding Fields To Templates

Forms

- The Forms Toolbar
- Creating A Form
- Using A Form
- Saving And Editing A Form
- Form Fields

Indexes And Table Of Contents

- Inserting A Table Of Contents
- Updating A Table Of Contents
- Table Of Contents Using Custom Styles
- Creating An Index
- Marking Index Entries Manually
- Using AutoMarking On Indexes
- Inserting An Index
- Updating An Index
- Deleting Index Entries

Cross Referencing

- Fields
- Bookmarks
- Defining A Cross Reference
- Generating A Cross Reference
- Editing / Updating A Cross Reference

Object Linking And Embedding

- Integrating Word / PowerPoint / Excel
- Importing Other Microsoft Office Documents
- Linking Documents / Spreadsheets
- Editing / Updating Links
- Copy / Paste / Cut Between Microsoft Office Documents

Master Documents

- Outlining Documents
- Master Document View
- Master Document Toolbar
- Creating A Master Document
- Creating Subdocuments
- Expanding / Collapsing Subdocuments
- Inserting And Creating Subdocuments
- Deleting A Subdocument
- Hyperlinks Connecting Documents

Customising Word

- Creating A Macro
- Running A Macro
- Editing Existing Macros
- Attaching Macros To Menus
- Attaching Macros To Keyboard Shortcuts
- Attaching Macros To Buttons
- Editing Existing Toolbars
- Creating A New Toolbar And Buttons