

Microsoft Word XP/2003

- Level 3 - Advanced -

Course Description.



This course is designed to provide staff with **advanced** skills in the use of **Microsoft Word**. You will be shown tools and techniques to apply fields, use footnotes/endnotes, insert tables of contents, indexes, cross-references, track editing, use multiple sub-documents and link documents. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section

Objectives.

You will learn many aspects of using Microsoft Word, including:

- ✓ Document properties
- ✓ Creating, editing and updating field codes
- ✓ Locking and unlocking fields
- ✓ Forms and form fields.
- ✓ Inserting footnotes and endnotes
- ✓ Creating and updating a table of contents.
- ✓ Updating and using a table of contents.
- ✓ Adding and deleting bookmarks.
- ✓ Cross-referencing, captions and index entries.
- ✓ Mail merge, data editing and filtering.
- ✓ Using Outlook contacts with Mail Merge.
- ✓ Adding/editing comments and tracking changes.
- ✓ Accepting and rejecting changes.
- ✓ Creating a Master Document
- ✓ Creating, inserting, removing and locking sub-documents.
- ✓ Expanding or collapsing a document.
- ✓ Recording, running and copying a Macro.
- ✓ Assigning a Macro to a Button.
- ✓ Embedding and linking Information.
- ✓ Creating Excel charts in MS Word.

Pre-requisites.



Participants should already have a good understanding of the **intermediate** elements of Microsoft Word as covered on the **level 2** course (i.e., editing documents, using styles, creating templates, formatting documents, using graphics and applying mail-merge). This course will cover **advanced** aspects of using Microsoft Word and also covers half of the **ECDL Advanced** syllabus for the Word Processing module.