



Microsoft Word (Advanced)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
MSWD03

Duration:

1 Full Day

Who should attend:

Ideal for a person with a basic working knowledge of Microsoft Word, who is seeking to become familiar with the more in depth functions of the software. At the conclusion of this course, participants should have a comprehensive understanding of MS Word and its application.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a sound knowledge of Word.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

➤ Microsoft Office

Topics Covered:

Longer Documents

- Bookmarks
- Creating Footnotes
- Creating Endnotes
- Converting Footnotes and Endnotes
- Modifying Footnotes and Endnotes
- Deleting Footnotes and Endnotes
- Creating a Table of Contents
- Navigating Using a Table of Contents
- Updating a Table of Contents
- Updating Page Numbering

Managing Styles

- Copying Styles to another Document
- Applying Copied Styles
- Saving a Style to the Active Template
- The Style Gallery
- Changing the Root Style

Macros

- Understanding Word Macros
- Setting a Macro Security Level
- Recording a Simple Macro
- Running a Macro
- Assigning a Macro to a Toolbar
- Modifying a Macro Tool
- Assigning a Macro to a Menu
- Assigning a Macro to a ShortCut Menu
- Creating a Custom Pull-Down Menu
- The Many Ways of Running a Macro
- Editing a Macro
- Deleting a Macro
- Removing References to Macros
- Creating a Macrobutton Field

WordArt

- Creating WordArt
- Editing WordArt
- Moving and Resizing WordArt
- Using WordArt Tools
- Formatting WordArt

Merging Techniques

- Performing a Conditional Merge
- Sorting a Merge
- Merging From another Data Source
- Using IF for Merging
- Skipping Records
- Merging Statistics
- Merge Fields that Prompt for Information
- Merging With Prompts

Using Word Automatics

- Creating AutoText Entries
- Using AutoText Entries
- Creating AutoComplete Entries
- Using AutoComplete Entries
- Using AutoCorrect
- Adding AutoCorrect Entries

Importing

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

Prompting Fields

- Using the FILLIN Field
- Typing Fields into a Document
- Activating Fields
- Using the Ask Field
- Using REF to Display BookMarks
- Activating Prompting Fields Automatically