

Word Advanced – 2 days



Course Objectives

Learn to use the advanced features of Word to their full extent. By the end of this course, students will be able to produce documents to a consistent layout, create complex publications, integrate data from external applications, and use Revisions and Mail Merge effectively.

Prerequisites

It is recommended that students have a good understanding of topics covered in the two levels prior to this course and experience with the fundamental uses and application of Microsoft Word i.e. the ability to:

- Produce and store a document.
- Edit text to a required format and layout i.e. include a variety of character and paragraph formats, styles, amend page setup features and create headers and footers.
- Organise and maintain text in a table.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Certified Application Specialist

Following the Word Essentials, Word Intermediate and Word Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **Word 2007 (77-601)**

Review Exercise

Mail Merging

- Understanding Mail Merge Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Writing The Details
- Previewing The Letters
- Completing The Merge

Merging Techniques

- Running An Existing Merge
- Selecting Specific Recipients
- Filtering Recipients For Merging
- Sorting Recipients For Merging
- Merging From Another Source
- Setting An IF Rule
- Prompting For Information

Setting Word Options

- Personalising Word
- Setting Display Options
- Understanding File Locations
- Understanding Save Options

Document Commenting

- Highlighting Text
- Finding Highlighted Text
- Inserting Comments
- Working With Comments
- Printing Comments

Tracking Changes

- Turning Tracking On And Off
- Setting Tracking Options
- Showing Revisions In Balloons
- Showing Revisions Inline
- Switching Between Final And Revision
- Specifying What To Show
- Displaying The Reviewing Pane
- Accepting Changes

Rejecting Changes Protecting Documents

- Making A Document Read Only
- Working With A Read Only Document
- Restricting Formatting
- Using A Document With Restricted Formatting
- Restricting Editing
- Making Exceptions
- Stopping Protection

Outlining

- Creating A New Outline Document
- Working With An Outline
- Outline Numbering
- Outlining An Existing Document

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Bookmarks

- Creating Bookmarks
- Going To A Bookmark
- Deleting Bookmarks

Footnotes And Endnotes

- Creating Footnotes In A Document
- Finding Footnotes
- Showing The Notes
- Modifying Footnotes
- Deleting Footnotes
- Creating Endnotes
- Finding Endnotes
- Modifying Endnotes
- Changing The Number Schema
- Converting Footnotes And Endnotes
- The Footnote And Endnote Dialog Box

Table Of Contents

- Using A Built In Table Of Contents
- Navigating Using A Table Of Contents
- Updating Page Numbers Only
- Updating The Entire Table
- Marking A Paragraph For Inclusion
- Removing A Table Of Contents
- Using The Table Of Contents Dialog Box
- Changing Style Of The Table Of Contents
- Formatting Text In A Table Of Contents
- The Table Of Contents Dialog Box
- Steps For Inserting A Table Of Contents

Indexing

- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Using An AutoMark File
- Deleting Unwanted Index Entries
- Creating An Index
- Modifying An Index
- Updating An Index

Captions

- Creating A Caption For A Table
- Using Automatic Captions
- Generating A Table Of Figures
- Changing Caption Labels
- Updating Captions

Master Documents

- Creating A Master Document
- Creating Subdocuments
- Working With Master Documents
- Inserting Subdocuments
- Formatting A Master Document
- Merging And Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document

Inserting From Other Sources

- Inserting Text From Another Document
- Linking An Excel Worksheet
- Embedding An Excel Worksheet
- Modifying An Embedded Worksheet

Electronic Forms

- Creating A Structure For The Form
- Understanding Content Controls
- Displaying The Developer Tab
- Adding Text Controls
- Setting Content Control Properties
- Using The Date Picker Control
- Adding Numeric Controls And Formulas
- Adding A Combo Box And A Drop-Down List
- Protecting And Saving The Form
- Using An Electronic Form
- Editing The Form

Macros

- Understanding Word Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording and Running A Simple Macro
- Assigning A Macro To The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Editing And Deleting A Macro
- Creating A MacroButton Field
- Tips For Developing Macros

Extra Features

- Using Paste Special
- Saving In A Web Format
- Saving As XML
- Adding A Watermark

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