


<b>Word Advanced – 2 days</b>		
<p><b>Course Objectives</b></p> <p>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.</p> <p><b>Prerequisites</b></p> <p>It is recommended that students have basic experience with the fundamental uses and application of Microsoft Word i.e. the ability to:</p> <ul style="list-style-type: none"> <li>• Produce and store a document.</li> <li>• Edit text to a required format and layout i.e. include a variety of character and paragraph formats, amend page setup features and create basic headers and footers.</li> <li>• Organise and maintain text in a table.</li> </ul> <p><b>Exercises</b></p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p> <p><b>Microsoft Office Specialist Exam</b></p> <p>Following the Word Essentials and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – <b>Word Core</b>.</p> <p>Following the Advanced Word course and with practise you will be able to take the <b>Word Expert</b> exam.</p>	<p><b>Review Exercise</b></p> <p><b>Mail Merge</b></p> <ul style="list-style-type: none"> <li>• The 6 Step Merge Process</li> <li>• Selecting the Starting Document</li> <li>• Selecting Recipients</li> <li>• Writing the Letter</li> <li>• Previewing and Performing the Merge</li> <li>• Creating a Mailing Label Main Document</li> </ul> <p><b>Merging Techniques</b></p> <ul style="list-style-type: none"> <li>• Performing a Conditional Merge</li> <li>• Sorting a Merge</li> <li>• Merging from another Data Source</li> <li>• Using IF for Merging</li> <li>• Skipping Records</li> <li>• Merging Statistics</li> <li>• Merge Fields that Prompt for Information</li> <li>• Merging with Prompts</li> <li>• Editing the Mail Merge Data Source</li> </ul> <p><b>Microsoft Word Settings</b></p> <ul style="list-style-type: none"> <li>• Understanding Application Settings</li> <li>• Changing User Information</li> <li>• Understanding File Locations</li> <li>• Changing File Locations</li> <li>• Understanding Save Settings</li> </ul> <p><b>Document Review</b></p> <ul style="list-style-type: none"> <li>• Highlighting Text</li> <li>• Finding Highlighted Text</li> <li>• Inserting and Working with Comments</li> <li>• Printing Comments</li> <li>• Tracking Changes</li> <li>• Reviewing Tracked Changes</li> <li>• Working with Version Control</li> <li>• Comparing Documents</li> <li>• Protecting and Un-protecting a Document</li> </ul> <p><b>Document Security</b></p> <ul style="list-style-type: none"> <li>• Password Protecting a Document</li> <li>• Opening a Protected Document</li> <li>• Removing a Password</li> <li>• Creating a Write-Protected Document</li> <li>• Working with Write Protection</li> <li>• Creating a Read-Only Document</li> <li>• Using Hidden Text</li> </ul>	

## Word Advanced – 2 days



### Outlining

- Creating a New Document in Outline View
- Working with an Outline
- Outline Numbering
- Outlining an Existing Document
- The Document Map
- Assigning Outline Levels to Paragraphs

### Longer Documents

- Adding and Deleting Bookmarks
- Creating Footnotes and 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
- Formatting a Table of Contents
- Marking Index Entries
- Creating a Concordance File
- Using a Concordance File
- Deleting Unwanted Index Entries
- Creating and Modifying an Index
- Marking Citations
- Generating a Table of Authorities
- Creating and Deleting Cross-References

### Captions

- Creating a Caption for a Table
- Creating a Caption for a Figure
- Using Automatic Captions
- Generating a Table of Figures
- Changing Caption Labels
- Updating Captions after Changes

### Master Documents

- Creating a Master Document
- Creating and Inserting Subdocuments
- Working with Master Documents
- Formatting a Master Document
- Editing, Merging & Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document

### Importing

- Embedding and Linking a Worksheet
- Inserting a Document
- Importing a Chart
- Modifying an Embedded Worksheet
- Creating Charts from Worksheet Data
- Modifying Chart Formatting

### Electronic Forms

- Creating a Structure for the Form
- Creating Text Fields in a Form
- Setting Text Form Field Properties
- Displaying a Date in a Form Field
- Text Field Help
- Adding Numeric Fields to a Form
- Creating Calculation Fields
- Creating Fields that Total
- Creating Drop Lists and Tick Boxes
- Protecting and Saving an Electronic Form
- Filling in an Onscreen Form
- Editing Forms
- Deleting Form Fields

### Macros

- Setting a Macro Security Level
- Recording and Running a Simple Macro
- Assigning a Macro to a Toolbar and a Menu
- Modifying a Macro Tool
- Assigning a Macro to a Shortcut Menu
- Creating a Custom Pull-Down Menu
- Editing and Deleting a Macro
- Removing References To Macros
- Creating a Macrobutton Field
- Tips for Developing Macros
- Recording a Macro for Page Setup
- Copying a Macro

### Extra Features

- Using Paste Special
- Finding and Removing Page Breaks
- Saving a Document as a Web Page
- Saving a Document as XML
- Adding a Watermark

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