

Word 2002: Advanced Elements (1 day)

A one day course aimed at those who are looking to automate their work using word and produce longer documents with a more professional look. If in doubt we would recommend that you consult the detail below or a course tutor.

Areas covered include -

Forms (xpwa)

Overview: Creating forms that can be used to automate work and restrict access.

Includes - Creating a Form, Inserting Fields in a Form Template, Protecting the Form, Testing a Form, Distributing a Form

Macros (xpwa)

Overview: Creating and recording macros to automate tasks

Includes - Automating Tasks, Administering Macros, Recording a Macro, Editing a Macro, Creating a Macro Toolbar Button Shortcut, Creating a Macro Keyboard Shortcut, Creating a Macro Custom Menu Item, Removing a Macro Custom Menu Item

References (xpwa)

Overview: Changing document information and using footnotes, endnotes and captions.

Includes - Referencing Document Information, Inserting Bookmarks, Using Footnotes and Endnotes, Inserting Footnotes, Inserting Endnotes, Adding Captions, Creating Cross-References

Time Savers (xpwa)

Overview: Inserting symbols, date and time and using the spell checker and thesaurus.

Includes - Creating a New Document Using a Wizard, Inserting a Symbol, Inserting the Date or Time, Checking the Spelling and Grammar, Changing a Word Using the Thesaurus, Changing the Set Languages.

Advanced Managing Documents (xpwa)

Overview: Merging, reviewing and tracking changes to a document from one or more reviewers.

Includes - Distributing a Document, Tracking Changes to a Document, Reviewing Document Changes, Merging Documents

Mail Merge (xpwa)

Overview: Creating mail merges that allow you to produce unique documents for multiple recipients (e.g. a personalised mail shot).

Includes - Using Mail Merge, Using the Mail Merge Toolbar, Creating a Mail Merge

Advanced Web Creation (xpwa)

Overview: Editing web pages and adding special effects.

Includes - Editing Web Pages, Inserting Scrolling Text, Placing a Movie Clip in a Web Page, Inserting Background Sound

Preparation (xpwa)

Overview: Creating longer more complicated documents with tables of contents, etc.

Includes - Setting Book Margins, Using the Header and Footer Toolbar, Customizing Headers and Footers, Compiling a Table of Contents, Indexing the Document, Using Master Documents, Using the Master Document Tools, Creating a Master Document
