

**Duration** 1 day

## Pre Requisites

This course is designed for existing users of Word who wish to use the product to an advanced level and for Desk Top Publishing style applications. Delegates should have attended a Word intermediate course, or attained a similar level of expertise.

## Objectives

By the end of this one day course delegates will feel confident in their ability to use Word to an advanced level.

## Versions Available

97  
2000  
XP  
2003  
2007

## Further Learning

Word VBA

## Course Content

- **Automating Documents**
  - Inserting Fields
  - The {FILLIN} Field code
  - {ASK} and {REF}
  - Bookmarks
  - Cross Referencing
  - Captions
  - Updating Cross-references and Caption Numbers
  - Table of Contents
  - Indexing
  - Inserting a File into the Current Document
  - Outlining
  - Master Documents
- **Working with Illustrations**
  - Inserting a Picture
  - Using the Drawing Tools
  - Inserting WordArt
  - Text Boxes
  - AutoShapes
  - Selecting Drawing Objects
  - Customising & Positioning
  - Grouping and Aligning
  - Snap to Grid
  - Flipping and Rotating
  - SmartArt
  - Using Clipart
  - Cropping and Text Wrapping
  - Adding a Watermark
- **Linking with Excel**
  - Using Paste Link
- **Forms**
  - The Forms Toolbar
  - Creating an On-line Form
  - Protecting a Form
- **Reviewing**
  - Adding Comments
  - Tracking Changes
  - Showing Markup
  - The Reviewing Pane
- **Recording a Macro**
  - Recording a Macro
  - Viewing Macros
  - Adding a Macro to the Quick Access toolbar
- **Additional Features**
  - Comparing Documents
  - Merging Documents
  - Copying data from another application
  - Linking Data and Editing Links
  - Working with Embedded Objects
  - Hyperlinks