

Duration 1 day

Pre Requisites

This course is designed for existing users of Word who wish to use work with long documents, design forms and incorporate graphics. 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
 - Table of Contents
 - Indexing
 - Inserting a File into a Document
 - Outlining
 - Master Documents
- **Drawing**
 - The Drawing Toolbar
 - Inserting WordArt
 - Text Boxes
 - AutoShapes
 - Selecting Drawing Objects
 - Customising & Positioning
 - Grouping and Aligning
 - Snap to Grid
 - Flipping and Rotating
 - Creating a Watermark
 - Using Frames
- **Graphics**
 - Working with Images
 - Inserting Clipart
 - Formatting a Picture
 - Positioning and Sizing
 - Cropping
 - Text Wrap
 - Adding Borders
 - Inserting an Object
- **Forms**
 - The Forms Toolbar
 - Creating an On-line Form
 - Filling in an on-line form
- **Reviewing**
 - Adding Comments
 - Tracking Changes
 - Showing Markup
 - The Reviewing Pane
- **Macros**
 - Editing an Existing Toolbar
 - Creating a new Toolbar
 - Recording a Macro
 - Running a Macro