

Microsoft Word

Advanced



PREREQUISITES

A good working knowledge of Word is required, or our Introduction to MS Word course.

BENEFITS

At the end of this course, you will:

- Have a comprehensive understanding of the higher functions of Word.
- Be able to perform the most advanced functions, including merging your documents with databases for mail-shots and producing well-defined forms.
- Know how to work with extremely large documents and how to use macros to speed through any repetitive functions.
- Be able to redesign your Word environment to make it truly user friendly.

TRACKING AND COMMENTS

- Tracking Changes.
- Accepting or Rejecting Changes.
- Comments.

TABELS OF CONTENTS & INDEXES

- Creating a Table of Contents.
- Updating a Table of Contents.
- Creating and Updating a Table of Figures.
- Marking an Index Entry.
- Marking an Index Sub-Entry.
- Compiling and Updating an Index.

MACROS

- Inserting Macros
- Assigning a Macro to a Button on the Quick Access Toolbar

FIELDS

- Inserting Fields
- Inserting Fill-In Fields.
- Deleting Fields.
- Updating, Locking and Unlocking Fields.
- Using the Sum Formula within a Table.

FORMS

- Text Fields.
- Check Boxes.
- -Down Menus.
- Protecting a Form.
- Password Protecting a Form.

TEMPLATES

- Creating and using a Word Template.
- Modifying a Word Template.

MAIL MERGING

- Editing and Sorting a Mail Merge List.
- Ask Fields and Bookmarks.
- Inserting Ask Fields.
- Inserting If...Then...Else... Fields.
- Using Merge Criteria in a Mail Merge.

PASSWORD EDITING AND RESTRICTIONS

- Adding and removing passwords.
- Allowing Only Tracked Changes or Comments.
- Marking a document as a Final Version

