

Advanced Microsoft Word 2000



A Two-Day Guide

Ref No: DD0103

Course Aims

This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2000. It is designed to introduce the techniques associated with automation, importing and advanced formatting and design.

Objectives

At the end of the course, you will have learned to:

- Insert Pictures and Use Text Wrapping
- Use Captions
- Customise Word
- Use Multiple Documents
- Merge Documents using Query Options
- Create Forms
- Place Text in Columns
- Use Outline Numbering
- Search for Files
- Create Mailing Labels
- Create a Template
- Create a Macro
- Customise the Toolbar
- Create a Table of Contents and an Index
- Track Changes in a Document
- Use the Drawing Tools
- Insert Objects - Charts, WordArt and Equations
- Create a multi-page Web site using frames

Number of Pages

198

Audience

The course is aimed at those participants who have spent a considerable amount of time using Word 2000 and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work.

Prerequisites

A sound knowledge of Microsoft Word 2000 is necessary.

Course Length

In a training environment this course is suitable for Two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Learning Outcomes

Revision

Inserting Pictures

- Searching for a Picture
- Choosing/Sizing the Picture

Text Wrapping

- Text Wrapping Options
- Moving a Picture
- Editing Wrap Points

Formatting the Picture

- Picture Borders
- Textured Fills
- Cropping a Picture
- Brightness and Contrast
- Image Control

A Watermark

Captions

- Adding Captions
- Adding a Figure Number

Customising Word

- Setting the Default Font
- Recently Used Files

Multiple Documents

- Splitting a Window
- The Split Box
- Opening Multiple Documents
- Dragging Text between Documents
- Saving all Documents

AutoSummarise

- Starting the Summary
- Viewing the Summary
- Change the percent of Original
- A Separate Summary

Page Borders

- Border Art

Mail Merge

- Field Names
- The Data Form
- The Data Records
- Typing the Main Document
- Performing the Merge
- Record Selection
- Query Options

Mailing Labels

- Label Options

Advanced Table Features

- Merging /Splitting Cells
- Table Headings
- Tabs in Tables
- Text Direction
- Converting Tables
- Replacing Characters
- Converting Spaces to Tabs
- Converting Text to Table
- Sorting the Table

Forms

- Creating a new Form

Form Fields

- Drop-Down Form Fields
- Text Form Fields
- Check Box Form Fields
- Custom Help Text
- Protecting the Form
- Saving the Form as a Template
- Using a Form

Footnotes

- Inserting Footnotes
- Viewing Footnotes
- Footnote Options

Columns and Sections

- Creating Columns
- Multiple Column Formats
- Creating Sections
- Inserting a Column Break

Section Breaks

- Inserting a Section Break
- Numbering a Section

Finding Files

- Searching for Specific Files
- Choosing Search Criteria
- Previewing the File
- Saving the Search
- Printing a File
- Deleting a File

Templates

- Creating a Template
- Creating Fillin Fields
- Saving the Template
- Using the Template

Macros

- Creating a Macro
- Assigning the Macro to a Toolbar
- Recording the Macro Actions
- Using the Macros dialog box
- Deleting the Macro

Customising the Toolbar

- Removing an Icon
- Adding an Icon
- Modifying an Icon
- Modifying a Screen Tip

Customising Menus

- Adding Menu Commands
- Modifying a Menu

Creating Menus

- Renaming a Menu
- Adding Menu Commands
- Resetting Menus
- Resetting Toolbars

Listing Shortcut Keys

Outline Numbering

- Numbering Paragraphs
- Renumbering

Heading Numbering

- Removing Heading Numbering

Table of Contents

- Creating a Table of Contents
- Using Hyperlinks
- Updating a Table of Contents

Indexes

- Compiling the Index
- Changing the Index Format
- Updating the Index

Tracking Changes

- Highlighting Changes
- Track Changes Options
- Reviewing Changes
- Turning off Changes

Charts

- Editing Charts
- Changing the Chart type
- Sizing the Chart
- Rotating a Chart
- A Data Table
- Formatting the Chart

WordArt

- The WordArt Gallery
- The WordArt Toolbar
- The Adjustment Handle
- Text Wrap

Equation Editor

- Creating an Equation

Using Excel with Word

- Editing the Worksheet

Linking

- Establishing the Link
- Testing the Link

Drawing Tools

- The Drawing Toolbar
- Drawing & Formatting an Object
- Auto Shapes

Web Pages

- The Web Page Wizard
- Organising your Links
- Visual Themes
- Understanding your Web Site
- Resizing a Frame
- Formatting a Page
- Adding a Page
- Saving the Page
- Adding a Hyperlink
- Previewing the Web site

Revision & Appendix & Word Specifications