

Advanced Microsoft Word 2002



A Two-Day Guide

Ref No: DD0132

Course Aims

This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2002. 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

224

Audience

The course is aimed at those participants who have spent a considerable amount of time using Word 2002 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 2002 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.

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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
- Adding more fill
- Brightness and Contrast
- Color Control

Washout

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
- Saving all Documents

AutoSummarise

- Starting/Viewing Summary
- Change percent of Original
- Creating Separate Summary

Page Borders

- Border Art
- Border Options

Mail Merge

- Field Names
- New Address List
- The Data Records
- Typing the Main Document
- Previewing the Letters
- Performing the Merge
- Mail Merge Recipients
- Filter

Mailing Labels

- Label Options
- Adding Fields to the Label
- Previewing your Label
- Performing the Merge

Advanced Table Features

- Formula Revision
- Merging /Splitting Cells
- Table Headings
- Tabs in Tables
- Decimal Tabs in Tables

- Updating Table Formulas
- Text Direction

Converting Tables

- Converting Tabs to a Table
- Splitting the Table

Replacing Characters

- Converting Spaces to Tabs
- Converting Text to a 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 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
- Choosing a Search Location
- Previewing the File
- Printing a File
- Copying a File
- Deleting a File
- Selecting Multiple Files

Templates

- Creating a Template
- Creating Fillin Fields
- Viewing Fields
- Saving/Using a Template

Macros

- Creating a Macro
- Assigning a Macro to the toolbar
- Formatting the Macro icon
- Recording Macro Actions
- Using the Macros dialog box
- Deleting the Macro

Customising the Toolbar

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

Customising Menus

- Modifying a Menu

Creating Menus

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

Listing Shortcut Keys

Outline Numbering

- Numbering Paragraphs
- Renumbering

Heading Numbering

- Removing Heading
- Numbering

Table of Contents

- Generating the Table of Contents
- Using Hyperlinks
- Updating the 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
- Deleting a Series Axis
- Formatting the Chart

WordArt

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

Diagramming

- Adding Shapes
- Diagram Style Gallery
- Changing Shapes

Printed Watermarks

Equation Editor

- Creating an Equation

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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

- Understand your Web Site

- Resizing a Frame

- Formatting/Adding a Page

- Saving the Page

- Adding a Hyperlink

- Previewing the Web site

Revision

Appendix