

Advanced Microsoft Word 2003

A Two-Day Guide



Ref No: DD0164

Course Aims

This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2003. 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 and insert Sections
- 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, Equations, Diagrams
- 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 2003 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 2003 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

- Table Revision
- Finishing Touches

Inserting Pictures

- Searching for a Picture
- Choosing a Picture
- 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
- On Your Own

Multiple Documents

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

AutoSummarize

- Starting the Summary
- Viewing the Summary
- Changing the Percent of Original
- Creating a Separate Summary

Page Borders

- Border Art
- Border Options
- More Border Options

Mail Merge

- Field Names
- Adding a Field Name
- 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 Labels
- Performing the Merge

Advanced Table Features

- Formulas Revision

Merging and Splitting Cells

- Splitting Cells

Table Headings

Tabs in Tables

- Decimal Tabs in Tables
- Inserting 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 a 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
- Exercise – Columns and Sections

Section Breaks

- Inserting a Section Break
- Numbering a Section

Finding Files

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

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- Copying a File
- List View
- Deleting a File
- Selecting Multiple Files

Templates

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

Macros

- Creating a Macro
- Assigning the Macro to a Toolbar
- Formatting the Macro icon
- 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 ScreenTip

Customising Menus

- Modifying a Menu

Creating Menus

- Creating the Menu
- 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
- The Index
- Changing the Index Format
- Updating the Index

Tracking Changes

- Highlighting Changes
- Track Changes Options
- Reviewing Changes
- Turning Off Changes

Charts

- Editing Data

- Changing the Chart Type
- Sizing the Chart
- Sizing the Legend
- Rotating a Chart
- A Data Table
- Deleting a Series Axis
- Formatting the Chart
- Returning to Word

WordArt

- The WordArt Gallery
- Editing the Text
- The WordArt Toolbar
- Text Wrap
- The Adjustment Handle
- Diagramming
- Adding Shapes
- Diagram Style Gallery
- Changing Shapes
- Exercise

Printed Watermarks

Equation Editor

- Creating a Equation

Using Excel with Word

- Editing the Worksheet

Linking

- Linking
- Establishing the Link
- Testing the Link

Drawing Tools

- The Drawing Toolbar
- Drawing and Formatting an Object
- AutoShapes
- Exercise – Drawing Tools

Web Pages

- The Web Page Wizard
- Web Pages
- 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 Exercise One

Revision Exercise Two

Appendix

- Character Quick Keys
- Symbols
- Paragraph Quick Keys
- Other Handy Keys