

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce documents to a consistent layout using productivity tools.
- * Create complex publications.
- * Integrate data from external applications.
- * Develop templates to standardise document content and layout

PREREQUISITES

It is recommended that participants have basic experience with the fundamental uses and applications of Microsoft Word 2003 including the ability to:

- * Produce and store a document.
- * Edit text to a required format and layout i.e. include a variety of character and paragraph formats, amend page setup features and create basic headers and footers.
- * Incorporate simple built-in functions.
- * Organise and maintain text in a table.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

REVIEW

- * Review features covered in the Word 2000 Introduction and Intermediate courses

STYLES, TEMPLATES AND OUTLINES

- * Standardising text appearance using Styles
- * Standardising documents using Templates
- * Creating and modifying structured documents using Outlining
- * Outline numbering

TABLES OF CONTENTS, INDEXES AND MASTERS

- * Inserting fields to collect information
- * Indexing your document
- * Creating a table of contents
- * Combining documents into a Master

FOOTERS, FOOTNOTES AND DOCUMENT REVISIONS

- * Creating Footnotes and Endnotes
- * Unlinking Headers and Footers
- * Document revisions using Comments

CUSTOMISING WORD AND AUTOMATING PROCESSES

- * Customising Word
- * Using macros to automate processes
- * Copying styles and macros using the Organizer
- * Creating and using Forms

MERGING AND DATA EXCHANGE

- * Mail Merge:
- * A basic merge
- * Merging using a non-Word data source
- * Customising your merge
- * Integrating data and objects from other applications

DOCUMENT LAYOUT AND DESIGN

- * Improving Layout and Appearance:
- * The Drawing Toolbar
- * Text wrapping
- * Creating a watermark (text and graphic objects)
- * Creating a newspaper style columns

APPENDIX A

- * Introductory/Intermediate topics in review:
- * Headers and Footers
- * Sections
- * Tables
- * Pictures

APPENDIX B

- * Creating headings using WordArt
- * Inserting Drop Capitals
- * Using Automatic Captions
- * Creating a chart using Microsoft Graph
- * Calculating within a table
- * Inserting Bookmarks
- * Generating a Cross Reference