

## LEARNING OUTCOMES

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

- \* Produce documents to a consistent layout using advanced formatting features
- \* Create templates to standardise document content and layout
- \* Use the Mail Merge feature
- \* Use the long document capabilities to produce complex publications
- \* Integrate data from external applications

## 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

### FORMS

- \* Create Forms
- \* Insert Fields into a Form Template
- \* Protecting a Form
- \* Testing a Form
- \* Distributing a Form

### MACROS

- \* Automating Tasks
- \* Recording Macros
- \* Editing Macros using the Visual Basic Editor
- \* Toolbars And Menus
- \* Creating a Toolbar Button Shortcut
- \* Creating a Keyboard Shortcut
- \* Creating a Macro Custom Menu Item
- \* Removing Custom Menu Items

### REFERENCES

- \* Referencing Document Information
- \* Inserting Bookmarks
- \* Using Footnotes And Endnotes
- \* Adding Captions
- \* Creating Cross-References

### TIME SAVERS

- \* Creating a New Document Using a Wizard
- \* Inserting a Symbol
- \* Inserting the Date of Time
- \* Checking the Spelling and Grammar
- \* Using the Thesaurus
- \* Changing the Set Languages

### ADVANCED MANAGING DOCUMENTS

- \* Document Versions
- \* Distributing a Document
- \* Tracking Changes in a Document
- \* Reviewing Document Changes
- \* Merging Documents

### MAIL MERGE

- \* Using Mail Merge
- \* Using the Mail Merge Toolbar
- \* Creating a Mail Merge

### ADVANCED WEB CREATION

- \* Creating HTML Pages
- \* Editing Web Pages
- \* Inserting Scrolling Text
- \* Placing a Movie Clip in a Web Page
- \* Inserting Background Sound

### PREPARATION

- \* Setting Book Margins
- \* Using the Header and Footer Toolbar
- \* Customising Headers and Footers
- \* Compiling a Table of Contents
- \* Indexing the Document
- \* Using Master Documents
- \* Using the Master Document Tools
- \* Creating a Master Document