

Word Advanced (2003/2007)

Proposed course outline

Learn to use the most advanced features in Word to help you to manage long documents and to automate regular tasks.

Courses are tailored to individual requirements but topics which may be covered include:

Customising Settings

- Autoformat
- Autocorrect
- Display and print options
- Understanding Building Blocks (Autotext)
- Using Quick Parts
- Creating custom Quick Parts

Forms

- Creating forms
- Using different fields
- Protecting
- Modifying forms

Mail Merge

- Using the Wizard
- Data sources
- Selecting records to merge
- Using Merge fields
- Merging to printer/email/document
- Checking for errors

Referencing

- Table of Contents
- Footnotes, Endnotes
- Citations and Bibliography
- Table of figures
- Indexing

Tracking Changes

- Inserting comments
- Switching on Track Changes
- Reviewing Changes
- Accepting & Rejecting Changes
- Compare documents
- Protect Document

Outlining

- Switching to Outlining View
- Using Heading Styles
- Promoting and Demoting headings
- Moving outlines
- Showing and Hiding Levels