

This hands-on course is suitable for users who need to gain a good working knowledge of Word. Delegates will master the core skills required for creating and formatting a variety of documents

Pre-requisites

To fully benefit from this course, attendees are expected to be confident users of Word and be familiar with the topics covered in the Word Minimum and Proficient courses.

Who Would Benefit

This course is for those who have used Word enough to understand its basic features and require further skills and understanding of its more powerful features in order to create and maintain professional documents and make use of Word's automated functions.

Duration: One day

Course Content

Working with Lists

Customising Numbered/Bulleted Lists · Resetting Bullet/Number Styles · Multilevel Bulleting/Numbering

Sorting Table Data

Sorting Alphabetically and Numerically

Formulas in Tables

Creating a Formula in a Table Cell · Using a Function in a Formula · Formatting the Result of a Formula · Recalculating Formulas in a Table

Microsoft Graph

Creating a Chart · Editing the Datasheet · Adding a Chart Title · Changing the Chart Type · Creating a Chart from a Table · Importing Data · Using Microsoft Graph

Forms

Creating a Form · Defining a Text Form Field · Defining a Check Box Form Field · Defining a Drop-Down Form Field · Calculating a Text Form Field · Creating Help Messages · Protecting a Form · Saving a Form as a Template · Unprotect a Form Template · Creating Forms from a Template · Printing a Form · Deleting a Form Template

Using Footnotes and Endnotes

Inserting Notes · Setting Note Options · Viewing Notes · Browsing Notes · Moving and Copying Notes · Deleting a Note

Objectives

On completion of the course, delegates will be able to:

- Insert, format and manipulate tables in a document
- Create their own and template forms for use within the office
- Work with long documents
- Generate Table of Contents and Indexes
- Confidently apply Bookmarks, Footnotes and Endnotes
- Track Revisions on documents
- Create simple command stroke macros

Course size: Maximum 6 delegates

Creating a Table of Contents

Generating a Table of Contents · Using Custom Styles · Viewing the {TOC} Field Code · Updating a Table of Contents · Inserting {TC} Field Codes

Bookmarks

Creating, Viewing and Going to Bookmarks · Deleting a Bookmark

Creating an Index

Creating an index using a concordance file

Comments

Inserting Comments · Managing Comments · Viewing Comments · Printing Comments · Using Comments

Macros

Recording and Running a Macro · Editing a Macro · Adding a Macro Button to a Toolbar · Deleting a Macro

Automating a Template

Creating a Template · Use input dialog boxes

Tracking Revisions

Enabling Change Tracking · Setting Tracking Options · Routing Documents · Merging Documents · Reviewing Tracked Changes · Accepting/Rejecting All Changes · Saving Versions of a File · Opening Versions