



MS Word 2003 Advanced A One Day Training Course

Course Aims:

This intensive one-day course is designed to allow users to work with MS Word 2003 advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with long, complex documents.

Course Outline:

ms word advanced

- review exercise
- task pane

templates

- creating documents from templates
- creating and modifying a template
- attaching a new template
- loading global templates
- workgroup templates

styles

- paragraph and character styles
- applying styles
- modifying styles
- shortcut keys
- creating your own styles
- applying styles as you type
- the organizer
- the style pane

desktop publishing

- text flow options
- creating new page layouts with text boxes
- inserting pictures into a document
- aligning text around objects
- inserting diagrams
- creating watermarks

long documents

- sorting lists and tables
- working in outline view
- using find and replace
- creating a table of contents
- creating an index
- bookmarks and cross-references
- footnotes and endnotes
- summarizing a long document

mail merge

- creating a main document
- creating a data document
- completing the main document
- editing the data document
- printing mail merge documents
- working with the data source
- using external data
- sorting and selecting records
- creating labels

Assumed Knowledge:

It is essential that the delegate has successfully completed the MS Word 2003 Intermediate course or has gained similar knowledge within the working environment.