



Intermediate and Advanced Microsoft Word

Two-Day Course

Windows

Course Overview:

This course is especially design for people who will be creating long document. The commands covered in this course will enhance your productivity and help you create well organized and professional looking documents. For example: you will learn how to eliminate repetitive typing using the many advanced editing techniques, eliminate repetitive formatting using the power of Styles, efficiently create tables, link an Excel range to Word and track changes.

If time permits, you will also learn how to create footnotes and cross references in your document and you will be introduced to the Mail Merge command to help you create personalized mass mailings.

Course Content:

Advanced Editing

- Explore the different Word Task Panes.
- Collect many items using the Office Clipboard.
- Efficiently copy and paste text using the new Smart Tags.
- In Word 2003, use the new Compare Side by Side command to easily scroll through two documents.
- Eliminate repetitive typing using the AutoCorrect and AutoText command.
- Insert special symbols and use the Change Case command.

Advanced Formatting

- Apply character formatting to add interest to your text.
- Apply paragraph formatting to control indents, spacing and pagination of your paragraphs.
- Set tabs to line up text or numbers in columns.
- Apply borders and shading to add interest to your text, paragraphs and pages.
- Use bullets and numbering to itemize a list.
- Apply page formatting and section breaks to create multiple page numbers, columns and/or headers and footers.
- Use the Reveal Formatting Task Pane to show the current font, paragraph, spacing, image and table properties, at any point in your document.



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Styles

- Create styles to eliminate repetitive formatting.
- From styles you can easily navigate through your document using the document map feature, the browse object button and also work in Outline mode.
- Create and easily update a table of contents.
- Create an index that lists the terms and topics used in a printed document, along with the pages they appear on.

Tables

- Create tables to quickly and easily arrange text in columns and rows.
- Learn how to professionally format your table and create a default table format for your document.
- Use the sum function in a Word table.

Embed or Link an Excel Range into a Word Document

- Embed an Excel Range into a Word document.
- Link an Excel range into a Word document and have the Excel range update automatically.

Collaboration

- Review and track changes made in a document.
- Highlight text and add comments in your document.
- Compare and merge two documents.

If Time Permits the following commands will also be introduced:

Referencing

- Insert footnotes and endnotes.
- Add bookmarks to identify and name the item or location for future reference.
- Add a cross-reference to an item that appears in another location in a document.

Mail Merge

- Use the Mail Merge command to create personalized mass mailings.reference