



2 day
course



Microsoft Word XP/2003 EXPERT – Day 2 of 2

Course objectives

This course offers an understanding of the advanced capabilities of Word and aims to give delegates the confidence to integrate the software effectively and efficiently into their work place. On completion of the course, delegates will be able to design documents to suit their own working environment.

Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending the Expert training course.

Course content

Module 5	Customising Tables - Use Excel data in tables. Sorting in tables.
Module 6	Using Mail Merge - Merge letters with a Word, Excel, or Access data source. Merge labels with a Word, Excel, or Access data source. Use Outlook data as mail merge data source.
Module 7	Forms - Create and modify forms using various form controls. Create forms and prepare forms for distribution.
Module 8	Templates - Define and modify default file locations for workgroup templates.
Module 9	Basic Macros - Create, edit, and run macros. Customize menus and toolbars. Modify Word default settings.
Module 10	Web documents - Insert and modify hyperlinks to other documents and Web pages. Create and edit Web documents in Word.