

Microsoft Word 2000 Advanced

Overview

The skills and knowledge acquired in Microsoft Word 2000 Advanced are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Word 2000 Advanced is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Word 2000 Advanced assumes the delegate has completed Word 2000 Intermediate or has equivalent knowledge.

Objectives

At the completion of Microsoft Word 2000 Advanced you should be able to:

- perform mail merge operations
- perform more complex merge operations
- use outlining in documents.
- create more efficient longer documents
- create master and subdocuments
- add captions to objects such as tables and figures
- create automated fields within a document
- create fields that prompt the user for input
- create electronic forms in Word
- use the document review features in Word
- create macros in Word
- customise toolbars
- apply appropriate password and other protection on documents
- work with the properties of a document
- understand design issues associated with documents
- identify the importance of company standards for document production

Course Duration is 1 Day

Course Code: W3M3

Topics

Merging

The 4-Step Merge Process
The Main Document
The Data Source
Adding Merge Fields
Performing A Merge
Printing A Single Label
Creating A Mailing Label Main Document
Merging To Labels

Merging Techniques

Performing A Conditional Merge
Sorting A Merge
Merging From Another Data Source
Using IF For Merging
Skipping Records
Merging Statistics
Merge Fields That Prompt For Information
Merging With Prompts

Outlining

Creating A New Document In Outline View
Working With An Outline
Outline Numbering
Outlining An Existing Document
The Document Map
Assigning Outline Levels To Paragraphs

Longer Documents

Bookmarks
Creating Footnotes
Creating Endnotes
Converting Footnotes And Endnotes
Modifying Footnotes And Endnotes
Deleting Footnotes And Endnotes
Creating A Table Of Contents
Navigating Using A Table Of Contents
Updating A Table Of Contents
Updating Page Numbering
Marking Index Entries
Creating A Concordance File
Using A Concordance File
Deleting Unwanted Index Entries
Creating An Index
Marking Citations

Master Documents

Creating A Master Document
Creating Subdocuments
Working With Master Documents
Inserting Subdocuments
Formatting A Master Document
Editing Subdocuments
Merging Subdocuments
Splitting Subdocuments
Deleting Subdocuments
Building A Table Of Contents

Printing A Master Document
Why Master Documents Are Misunderstood

Captions

Creating A Caption For A Table
Creating A Caption For A Figure
Using Automatic Captions
Generating A Table Of Figures

Fields

Document Information Fields
Working With Fields
Formula Fields
Unlinking Fields
Updating Fields When Printing
Printing Field Codes

Prompting Fields

Using The FILLIN Field
Typing Fields Into A Document
Activating Fields
Using the Ask Field
Using REF To Display BookMarks
Activating Prompting Fields Automatically

Electronic Forms

Electronic Forms - How They Work
Creating A Structure For The Form
Creating Text Fields In A Form
Setting Text Form Field Properties
Displaying A Date In A Form Field
Text Field Help
Adding Numeric Fields To A Form
Creating Calculation Fields
Creating Fields That Total
Creating Drop Lists
Creating Tick Boxes
Protecting And Saving An Electronic Form
Filling In An On-Screen Form

Document Review

Highlighting Text
Finding Highlighted Text
Inserting Comments
Working With Comments
Printing Comments
Tracking Changes
Reviewing Tracked Changes
Version Control
Working With Versions
Comparing Documents
Protecting A Document
Unprotecting A Document
Routing A Document

Macros

Understanding Macros
Setting A Macro Security Level
Recording A Simple Macro
Running A Macro
Assigning A Macro To A Toolbar

Modifying A Macro Tool
Assigning A Macro To A Menu
Assigning A Macro To A ShortCut Menu
Creating A Custom Pull-Down Menu
The Many Ways Of Running A Macro
Editing A Macro
Deleting A Macro
Removing References To Macros
Creating A Macrobutton Field
Tips For Developing Macros

Customising Toolbars

Understanding Toolbars In Word 2000
Creating A New Toolbar
Adding Tools To A Toolbar
Deleting Tools And Toolbars

Document Security

Password Protecting A Document
Opening A Protected Document
Removing A Password
Creating A Write-Protected Document
Working With Write-Protection
Creating A Read-Only Recommended Document
Using Hidden Text

Document Properties

Viewing Document Properties
Updating Document Summaries
Creating Custom Properties
Using Properties To Find Documents
Previewing Documents

Document Design & Layout

Creating Organisational Documents
Understanding White Space
Understanding Typeface
Understanding Visual Elements
Understanding Rules And Borders
Understanding headings
Document Design
Understanding Page Layout
Document Tips And Traps
Document Naming Conventions
The Four Basic Principles Of Design
Understanding Computer Graphics
Understanding Colour

Document Standards

Types Of Business Documents
Choosing Appropriate Software
Who Prepares Business Documents?
Speeding Up Document Production
Establishing Document Standards

learning excellence, positive engagement...