

Microsoft Word XP Advanced

Overview

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

Target Audience

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

Pre-requisites

Microsoft Word XP Advanced assumes the delegate has attended the Word XP Fundamentals and Intermediate courses or has equivalent knowledge.

Objectives

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

- create the documents required for a merge, perform a merge and create mailing labels
- perform more complex merge operations
- use outlining in documents
- create, modify and delete bookmarks, endnotes and footnotes
- create master and subdocuments
- create captions and use the AutoCaption facility
- 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
- apply appropriate password and other protection on documents
- understand and use various Word settings
- identify the importance of company standards for document production

Course Duration is 1 Day

Course Code: W4M3

Topics

Merging

- The 6-Step Merge Process
- Selecting The Starting Document
- Selecting Recipients
- Writing The Letter
- Previewing The Merge
- Performing The Merge
- Printing A Single Label
- Creating A Mailing Label Main Document

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
- Editing The Mail Merge Data Source

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
- Deleting Bookmarks
- Creating Footnotes
- Creating Endnotes
- Converting Footnotes And Endnotes
- Modifying Footnotes And Endnotes
- Changing Footnote And Endnote Text
- Modifying Footnote And Endnote Positioning
- Deleting Footnotes And Endnotes
- Creating A Table Of Contents
- Navigating Using A Table Of Contents
- Updating A Table Of Contents
- Updating Page Numbering
- Formatting A Table Of Contents
- Marking Index Entries
- Creating A Concordance File
- Using A Concordance File
- Deleting Unwanted Index Entries
- Creating An Index
- Modifying An Index
- Marking Citations
- Generating A Table Of Authorities
- Creating Cross-References
- Deleting Cross-References

Master Documents

- Creating A Master Document
- Creating Subdocuments
- Working With Master Documents
- Inserting Subdocuments
- Why Master Documents Are Misunderstood
- Formatting A Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document

Captions

- Creating A Caption For A Table
- Creating A Caption For A Figure
- Using Automatic Captions
- Generating A Table Of Figures
- Changing Caption Labels
- Updating Captions After Changes

Fields

- Document Information Fields
- Working With Fields
- Formula Fields
- Unlinking Fields
- Updating Fields When Printing
- Printing Field Codes
- Editing Field Codes
- Locking And Unlocking Fields

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
- Editing Forms
- Deleting Form Fields

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 Word 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
- Recording A Macro For Page Setup
- Copying A Macro

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

Microsoft Word Settings

- Understanding Application Settings
- Changing User Information
- Understanding File Locations
- Changing File Locations
- Understanding Save Settings

Document Standards

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