

Exact Business Solutions Pty Ltd

Course Outlines



Advanced Microsoft Word 2003

A Two-Day Guide

Ref No.DD164

Course Aims This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2003. It is designed to introduce the techniques associated with automation, importing and advanced formatting and design.

Objectives At the end of the course, participants will have learned to:

- Insert Pictures and use Text Wrapping
- Use Captions
- Customise Word
- Use Multiple Documents
- Merge Documents using Query Options
- Create Forms
- Place Text in Columns and insert Sections
- Use Outline Numbering
- Search for Files
- Create Mailing Labels
- Create a Template
- Create a Macro
- Customise the Toolbar
- Create a Table of Contents and an Index
- Track Changes in a document
- Use the Drawing Tools
- Insert Objects - Charts, WordArt, Equations, Diagrams
- Create a multi-page Web site using frames

Number of Pages 224

Audience The course is aimed at those participants who have spent a considerable amount of time using Word 2003 and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work.

Prerequisites A sound knowledge of Microsoft Word 2003 is necessary.

Course Length In a training environment this manual is suitable for 2 Days.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Advanced Microsoft Word 2003 in Detail

Learning Outcomes

Revision

Table Revision

Finishing Touches

Inserting Pictures

Searching for a Picture

Choosing a Picture

Sizing the Picture

Text Wrapping

Text Wrapping Options

Moving a Picture

Editing Wrap Points

Formatting the Picture

Picture Borders

Textured Fills

Cropping a Picture

Adding more Fill

Brightness and Contrast

Colour Control

Washout

Captions

Adding Captions

Adding a Figure Number

Customising Word

Setting the Default Font

Recently Used Files

On Your Own

Multiple Documents

Splitting a Window

The Split Box

Opening Multiple Documents

Dragging Text between Documents

Saving all Documents

AutoSummarize

Starting the Summary

Viewing the Summary

Changing the Percent of Original

Creating a Separate Summary

Page Borders

Border Art

Border Options

More Border Options

Mail Merge

Field Names

Adding a Field Name

New Address List

The Data Records

Typing the Main Document

Previewing the Letters

Performing the Merge

Mail Merge Recipients

Filter

Mailing Labels

Label Options

Adding Fields to the Label

Previewing your Labels

Performing the Merge

Advanced Table Features

Formulas Revision

Merging and Splitting Cells

Splitting Cells

Table Headings

Tabs in Tables

Decimal Tabs in Tables

Inserting Tabs in Tables

Updating Table Formulas

Text Direction

Converting Tables

Converting Tabs to a Table

Splitting the Table

Replacing Characters

Converting Spaces to Tabs

Converting Text to a Table

Sorting the Table

Forms

Creating a new Form

Form Fields

Drop-Down Form Fields

Text Form Fields

Check Box Form Fields

Custom Help Text

Protecting the Form

Saving a Form as a Template

Using a Form

Footnotes

Inserting Footnotes

Viewing Footnotes

Footnote Options

Columns and Sections

Creating Columns

Multiple Column Formats

Creating Sections

Inserting a Column Break

Exercise – Columns and Sections

Section Breaks

Inserting a Section Break

Numbering a Section

Finding Files

Searching for Specific Files

Choosing Search Criteria

Choosing the Search Location

Previewing the File

Printing a File