



MS Word 2003 SuperUser

One Day Training Course

Course Aims:

Word 2003 offers the power user many enhanced features and facilities including Tables, Outlining, Graphics, and mini-applications like WordArt. To make the most of this office productivity tool the need for professional training has never been greater. Being a workshop the participants will be encouraged to discuss individual requirements relevant to their working environment.

Course Outline:

Templates

- Creating Documents from Templates
- Creating and Modifying Template
- Switching Templates

Fields

- Inserting Fields
- Toggling between field codes and results
- Updating Field Codes
- Useful Fields: The Fill-in Field and the Formula Field

Forms

- Creating and filling in a Form

Macros

- What is a Macro?
- Planning, Recording and Running a Macro
- Editing a macro
- Assigning a Macro to a Toolbar, a Menu and a Shortcut Key
- Copying a Macro
- Deleting and Renaming a Macro

Advanced Merging

- Working with the Data Source
- Using External Data
- Sorting and Selecting Records
- Creating Labels

Master Documents

- Creating Master Documents
- Creating Sub Documents

Equation Editor

- Using Microsoft Equation Editor

Graphics

- Inserting Clip Art and WordArt
- Drawing and Manipulating Objects
- Drawing an Auto Shape Objects
- Changing Object Properties

Target Audience:

Anyone who has been using Word 2003 for some time and who now wishes to get greater productivity from the software.

Assumed Knowledge:

Participants on this course should have a good working knowledge of the Word 2003 command set gained from prior attendance on a "Word 2003 Introduction" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.