

# MS Word 97 for Windows Advanced

## A Two Day Training Course

### Course Aims:

Word 97 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 =

#### *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

#### *Toolbars*

- Displaying "Hidden" Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a Toolbar
- The Menu Bar

#### *Styles*

- Paragraph and Character Styles
- Applying and Modifying Styles

- Creating Your Own Styles
- Applying Styles as you Type
- The Styles Organizer and the Style Gallery

#### *Long Documents*

- Working in Outline View
- Creating a Table of Contents and Index
- Bookmarks and Cross-references
- Footnotes and Endnotes
- AutoSummarise

#### *Advanced Merging*

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

#### *Sharing Documents*

- Highlighting Text
- Adding Comments
- Tracking Changes
- Versioning

#### *Equation Editor*

- Working with the Equation Editor

#### *Forms*

- Creating and filling in a Form

#### *Graphics*

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

### Target Audience:

Anyone who has been using Word 97 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 2000 command set gained from prior attendance on a "Word 2000 Introduction" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.

