



ONE DAY

Course developed for

This course is designed for persons interested in learning the advanced features of Word.

WORD 2002 ADVANCED

The primary objective of the course is to broaden a user's knowledge of Word.

Course Prerequisites

A basic knowledge of using a personal computer in the Microsoft Windows environment is an essential prerequisite for this course

Some experience in working with Word is also required. In particular, you should be able to:

- Start and exit from Word
- Create, save and print a document
- Perform basic editing operations, such as inserting, deleting, moving and copying text
- Perform basic formatting operations, such as applying attributes and a new font/font size to text, resetting margins, tab stops, line spacing and text alignment in a document
- Apply styles to text in a document
- Create and format a Word table

Course Focus

Advanced editing and formatting techniques

- Controlling page breaks in a document
- Sorting paragraphs and lists
- Creating a new style
- Creating a multiple-section document
- Revealing and clearing formatting in a document

Working with tables

- Producing calculations in a Word table
- Creating a table by linking or embedding a Microsoft Excel worksheet

Setting up outline documents

- Formatting a document for outline view
- Working in outline view
- Creating an outline numbered list

Working with multiple-page documents

- Creating a table of contents, creating an index
- Navigating through a multiple-page document
- Creating footnotes and endnotes
- Creating cross-references
- Creating a table of figures and a table of authorities

Other Recommended Courses

- Word 2002 Macros

Performance-based Objectives

After participating in this course, you will be able to:

- Use additional methods for editing and formatting your documents
- Use additional table features
- Create documents in outline format
- Use additional methods for creating reports and other multiple-page documents
- Use graphics and charts to enhance your documents
- Use the workgroup features of Word
- Set up and use a Word form
- Use the Web page features of Word

Using graphics and charts

- Wrapping text around a picture
- Drawing shapes
- Creating a Word chart by importing Microsoft Excel data

Collaborating with other Word users

- Tracking changes in a document
- Responding to proposed changes and comments in a document
- Protecting a document
- Merging revised copies of a document
- Distributing a document for review via e-mail
- Setting a default location for workgroup templates

Creating a Word form

- Word forms, creating a form template
- Adding form fields to a form
- Testing a form, distributing a form via e-mail

Working with web pages

- Creating a web page from Word
- Adding a hyperlink to a web page

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Please visit our website for current course dates: www.wwp.co.uk