



## ***Roade IT Training***

### **The Roade to Successful IT Training**

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft Word 2003 Advanced Level**

#### **Overview**

The skills and knowledge gained on this course are sufficient to create longer documents, automate many operations in Word, perform advanced merges, outline a document, and use WordArt.

#### **Target Audience**

This course is primarily designed for people who need to know how to use the more advanced features of Word 2003, including document automation, outlining, working with longer documents, merging, and WordArt. It is ideal for people who work in offices, belong to clubs, or for private use.

#### **Objectives**

At the completion of this course participants will be able to:

- use the AutoText, AutoComplete, AutoCorrect, and AutoFormat features
- import Excel, Word and Access data into a Word document
- manage the use of styles
- create, modify and delete bookmarks, endnotes and footnotes
- work with columns
- use outlining in documents
- perform more complex merge operations
- use the WordArt feature in Word
- create fields that prompt the user for input
- create macros in Word.

#### **Prerequisites**

This course assumes a good working knowledge of Microsoft Word and document creation. It would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

#### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

#### **Course Cost**

From £400. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

#### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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### Course Contents

- 1 Using Word Automatics**
  - a) Creating AutoText Entries
  - b) Using AutoText Entries
  - c) Creating AutoComplete Entries
  - d) Using AutoComplete Entries
  - e) Using AutoCorrect
  - f) Adding AutoCorrect Entries
  - g) AutoFormatting Text
  - h) AutoFormatting As You Type
  - i) Adding AutoText To A Template
  - j) Inserting A Date That Updates
  - k) Inserting Automatic Page Numbering
- 2 Importing**
  - a) Pasting A Worksheet
  - b) Linking A Worksheet
  - c) Inserting A Document
  - d) Importing A Database Table
  - e) Importing A Chart
- 3 Managing Styles**
  - a) Copying Styles To Another Document
  - b) Applying Copied Styles
  - c) Saving A Style To The Active Template
  - d) The Style Gallery
  - e) Changing The Root Style
- 4 Longer Documents**
  - a) Bookmarks
  - b) Creating Footnotes
  - c) Creating Endnotes
  - d) Converting Footnotes And Endnotes
  - e) Modifying Footnotes And Endnotes
  - f) Deleting Footnotes And Endnotes
  - g) Creating A Table Of Contents
  - h) Navigating Using A Table Of Contents
  - i) Updating A Table Of Contents
  - j) Updating Page Numbering
  - k) Marking Index Entries
  - l) Creating A Concordance File
  - m) Using A Concordance File
  - n) Deleting Unwanted Index Entries
  - o) Creating An Index
  - p) Marking Citations
  - q) Generating A Table Of Authorities
- 5 Columns**
  - a) Creating Columns
  - b) Specifying Column Settings
  - c) Balancing Column Text
- 6 Outlining**
  - a) Creating A New Document In Outline View
  - b) Working With An Outline
  - c) Outline Numbering
  - d) Outlining An Existing Document
  - e) The Document Map
  - f) Assigning Outline Levels To Paragraphs
- 7 Merging Techniques**
  - a) Performing A Conditional Merge
  - b) Sorting A Merge
  - c) Merging From Another Data Source
  - d) Using IF For Merging
  - e) Skipping Records
  - f) Merging Statistics
  - g) Merge Fields That Prompt
  - h) Merging With Prompts
- 8 WordArt**
  - a) Creating WordArt
  - b) Editing WordArt
  - c) Moving And Resizing WordArt
  - d) Using WordArt Tools
  - e) Formatting WordArt
- 9 Prompting Fields**
  - a) Using The FILLIN Field
  - b) Typing Fields Into A Document
  - c) Activating Fields
  - d) Using The Ask Field
  - e) Using REF To Display BookMarks
  - f) Activating Prompting Fields Automatically
- 10 Macros**
  - a) Understanding Word Macros
  - b) Setting A Macro Security Level
  - c) Recording A Simple Macro
  - d) Running A Macro
  - e) Assigning A Macro To A Toolbar
  - f) Modifying A Macro Tool
  - g) Assigning A Macro To A Menu
  - h) Assigning A Macro To A Shortcut Menu
  - i) Creating A Custom Pull-Down Menu
  - j) Ways Of Running A Macro
  - k) Editing A Macro
  - l) Deleting A Macro
  - m) Removing References To
  - n) Macros
  - o) Creating A Macrobutton Field