

# MICROSOFT OFFICE WORD 2003 ADVANCED

## COURSE AIMS

This course is aimed at existing users of Microsoft Word who wish to extend their knowledge to the more advanced features of the package.

On completion of this course the user should be able to confidently do the following:

- Define and use styles.
- Manage a structured document by outlining and include a table of contents.
- Create, insert and position pictures to use Word for DTP.
- Use fields and macros to automate Word tasks.

## COURSE CONTENT

### **Styles**

Defining and Saving Styles  
Automatic Style Creation  
Applying Styles

### **Document Outlines**

Creating and Using an Outline  
Master Documents  
Document Maps

### **Fields**

Inserting and Managing Fields  
Field Function Keys  
Fields for Maths  
Form Fields

### **Bookmarks**

Inserting a Bookmark  
Using Bookmarks

### **Long Documents**

Tables Of Contents  
Indices  
Captions and Tables of Figures

## NOTES

Users wishing to attend this course should have attended a Word Introduction course, or have at least a similar level of knowledge and experience.

Ability also offer a Word Visual Basic for Applications course for experienced users wishing to customise Word.

### **Mail Merge**

Creating a Mail Merge  
Mailing Labels  
Record Selection

### **Document Templates**

Creating a Template  
Modifying a Template

### **Pictures**

Inserting and Positioning  
Pictures  
Drawing Tools

### **Notes**

Annotation  
Comments  
Footnotes

### **Working with Web Tools**

#### **Macros**

Recording a Macro  
Running a Macro  
Macros in Templates