

Word

Word Level 1

Aimed at the novice user who needs to know the basics of word processing & text formatting

Word Level 2

Aimed at anyone who is familiar with the essentials of word processing & needs to use Styles, Templates & Tables

Word Level 3

Aimed at the experienced user who needs to create easy Proposals & Reports with Styles, Columns, Macros & Fields

VBA for Word

Aimed at anyone who wants to create & edit Macros & use VBA to create Functions, Custom Forms & more!

Microsoft Word 2003 - Level 3

Creating Easy Proposals, Reports & Business Documents

Introduction

This course covers aspects of Microsoft Word which facilitate the design and construction of templates and the ability to automate Word through the use of macros.

Prerequisites

It is recommended that students have experience in intermediate features of Word such as character formatting, paragraph formatting, page layout and table skills.

Outcomes

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.

Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



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Course Outline

∅ Using Word Automatics

- Creating AutoText Entries
- Using AutoText Entries
- Creating AutoComplete Entries
- Using AutoComplete Entries
- Using AutoCorrect
- Adding AutoCorrect Entries
- AutoFormatting Text
- AutoFomating As You Type
- Adding AutoText To A Template
- Inserting A Date That Updates
- Inserting Automatic Page Numbering

∅ Importing

- Pasting A Worksheet
- Linking A Worksheet
- Inserting A Document
- Importing A Database Table
- Importing A Chart

∅ Managing Styles

- Copying Styles To Another Document
- Applying Copied styles
- Saving A Style To The Active Document
- The Style Gallery
- Changing The Root Style

∅ Longer Documents

- Bookmarks
- Creating Footnotes
- Creating Endnotes
- Converting Footnotes And Endnotes
- Modifying Footnotes And Endnotes
- Deleting Footnotes And Endnotes
- Creating A Table Of Contents

- Navigating Using A Table Of Contents
- Updating A Table Of Contents
- Updating Page Numbering
- Marking Index Entries
- Creating A Concordance File
- Using A Concordance File
- Deleting Unwanted Index Entries
- Creating An Index
- Marking Citations
- Generating A Table Of Authorities

∅ Columns

- Creating Columns
- Specifying Column Settings
- Balancing Column Text

∅ Outlining

- Creating A New Document In Outline View
- Working With An Outline
- Outline Numbering
- Outlining An Existing Document
- The Document Map
- Assigning Outline Levels To Paragraphs

∅ Merging Techniques

- Performing A Conditional Merge
- Sorting A Merge
- Merging From Another Data Source
- Using IF For Merging
- Skipping Records
- Merging Statistics
- Merge Fields That Prompt For Information
- Merging With Prompts

∅ WordArt

- Creating Word Art
- Editing Word Art

- Moving And Resizing WordArt
- Using WordArt Tools
- Formatting WordArt

∅ Prompting Fields

- Using The FILLIN Field
- Typing Fields Into A Document
- Activating Fields
- Using The Ask Field
- Using REF To Display BookMarks
- Activating Prompting Fields Automatically

∅ Macros

- Understanding Word Macros
- Setting A Macro Security Level
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To A Toolbar
- Assigning A Macro To A ShortCut Menu
- Creating A Custom Pull-Down Menu
- The Many Ways Of Running A Macro
- Editing A Macro
- Deleting A Macro
- Removing References To Macros
- Creating A Macrobutton Field