



Advanced Microsoft Word (1 Day)

COURSE GOAL: Provide the competent Word user with skills to utilize the advanced features.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Manage Large Documents
- Create Tables of Contents, Figures, Indexes
- Create Macros
- Customize Word

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use Outlines
<input type="checkbox"/>	<input type="checkbox"/>	Customize Word
<input type="checkbox"/>	<input type="checkbox"/>	Create Master and Subdocuments
<input type="checkbox"/>	<input type="checkbox"/>	Use Paragraph Styles
<input type="checkbox"/>	<input type="checkbox"/>	Compare Revisions
<input type="checkbox"/>	<input type="checkbox"/>	Give a picture or table a Caption
<input type="checkbox"/>	<input type="checkbox"/>	Create a Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	Use Bookmarks
<input type="checkbox"/>	<input type="checkbox"/>	Use the Office Art Toolbar

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Outlines

- A. Creating Outlines
- B. Formatting Outlines
- C. Outline Numbering Options

II. Cross-References, Captions, Bookmarks

- A. Cross-References
- B. Captions
- C. Bookmarks

III. Organizational Tables

- A. The Index
- B. Table of Contents
- C. Table of Figures

IV. Master Documents and Sub Documents

- A. Setting Up Master Documents and Sub Documents
- B. Working With Master and Sub Documents

V. Track Changes

- A. Track Changes

VI. Office Art

- A. Inserting Clip Art and Pictures
- B. Creating A Water Mark
- C. Creating A 3-Dimensional Shape
- D. Advanced Word Art

VII. Customizing Word

- A. Changing Defaults and

- Customizing
- B. Customizing Shortcut Keys**

VIII. Recording and Running Macros

- A. Recording Macros
- B. Running Macros**

IX. Advanced Form Design

- A. Creating a Check Off List