



Advanced Word 2003/2007

Course Outline

Duration: 1 Day

Revision

Applying and modifying Styles
Creating and modifying a Table of Contents
Working with Section Breaks
Different Headers and Footers in Sections

Working With Long Documents

Using the Document Map
The Document Creation Process
Applying and modifying Outline Numbering

Inserting Objects

Using Paste Special...
Decrease File Sizes when using photographs
Copying and linking Charts and Tables from Excel

Tables of Figures

Applying Captions to Objects
Creating a Table of Figures
Updating a Table of Figures
Troubleshoot Table of Figures

Indexes

Marking Entries
Inserting an Index
Updating an Index
Troubleshoot Indexes

Bookmarks

Understanding Bookmarks
Creating Bookmarks
Moving, jumping to, and deleting Bookmarks

Cross Referencing

Understanding cross-referencing
Creating and updating cross-references

Advanced Find and Replace

Find and Replace Non-Printing Characters
Find and Replace Styles and Formatting

Track Changes

Working with Track Changes
Track changes by Comparing Documents
Copying Tracked Text into a different document

Forms and Templates

Understanding Forms and Templates
Creating Forms
Inserting and customising Text Fields, Drop-Down Lists and Check Boxes
Protecting the Form with a Password
Saving a Form as a Template
Opening and editing Form Templates

Mail Merge

Creating and managing the Data Source
Mail Merge to Letters and Labels
Filtering Your Data Source

Macros

What is a Macro?
Macro Security
Global vs Document Specific Macros
Planning, recording and testing Macros
Editing Macros
Assigning Macros to New Menus

Using Shortcut Keystrokes