

Advanced Word 2000

(1 day)

Objectives

To give delegates an appreciation of the advanced features of the package.

Who should attend

Delegates should have a good knowledge of the package, but need to:

- ?? standardising documents - creating and using Templates
- ?? perform document management and be aware of the security facilities
- ?? make use of the advanced features for handling long documents and reports
- ?? automate form filling
- ?? make use of other tools for increasing efficiency

Course Outline

- ?? Document management tools
 - *Within Word*
 - *Within Explorer*
- ?? Protecting documents
- ?? Styles
- ?? Using the Outliner
- ?? Creating a Table of Contents and indexing
- ?? Templates
 - *Creating and using templates*
 - *Sharing templates*
 - *The NORMAL.DOT template*
- ?? Efficiency enhancing tools
 - *AutoText, AutoCorrect and Autoformatting*
 - *Field codes and creating Fill in codes*
 - *Bookmarks and Cross referencing*
- ?? Macros
 - *Creating and using Record and Playback macros*
 - *Assigning macros to menus, keyboard shortcuts and toolbars*
 - *Introduction to VBA*



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