

COURSE DESCRIPTION

ADVANCED LEVEL

MICROSOFT WORD

Course Description

This course teaches students to understand and use the advanced features of Microsoft Word. It is designed for advanced users.

Course Objectives

After completing this course, you should be able to:

- Advanced styles, using the AutoFormat feature, linking styles, managing styles
- Creating and using templates
Creating and formatting a template, enhancing a template
- Creating forms
- Using graphic effects
Drawing in a document, working with clip art and graphic effects
Creating an organization chart
- Creating a report: Working with a master document
Generating a table of contents and table of figures
- Document layout: Using sections to control layout
Formatting a document for binding
- Sharing documents: Routing a document, Using annotations, using revisions, using passwords
- Creating a custom workplace

Skills to be Learned

Create, apply and manage styles efficiently

Create and customize templates and automate them with macros

Create forms with advanced features

Work in the drawing layer to create drawing objects, work with clip art and other graphic effects, and create an organization chart

Use a master document to produce a report and tables of contents

Use sections to selectively control pagination and page setup

Use annotations