



MICROSOFT WORD - ADVANCED

A One Day Course Covers:

1. **Advanced File Management**

- Finding Files
- Using Wildcards
- Setting, Saving Search Criteria

2. **Advanced Use of Find and Replace**

- Using "Special" Find or Find & Replace
- Advanced Use of Find and Replace

3. **Styles**

- Paragraph and Character Styles
- Applying Styles, Modifying Styles
- Creating Your Own Styles; Shortcut Keys
- Applying Styles As You Type
- The Organizer; The Style Gallery

4. **Templates**

- Creating Templates
- Modifying Templates
- Loading the Global Template
- Changing Default Settings

5. **Fields**

- Inserting Fields
- Toggling Between Field Codes and Results
- Updating Field Codes
- Locking, Unlocking and Unlinking a Field Code
- Speedkeys Associated with Fields
- The Fill-In Field
- Formula Field Code

6. **Forms**

- Creating a Form
- Filling-in a Form

7. **Long Documents**

- Working in Outline View
- Creating a Table of Contents
- Creating an Index
- Bookmarks and Cross-references
- Footnotes and Endnotes
- AutoSummarize

8. **Sharing Documents**

- Highlighting Text; Adding Comments
- Tracking Changes

9. **Graphics**

- Working with ClipArt and WordArt
- The Drawing Toolbar
- Drawing Objects
- Drawing AutoShape Objects
- Manipulating Objects
- Changing Object Properties
- Creating Watermarks
- Aligning Text Around Objects
- Creating and Modifying Page Borders

10. **Macros**

- What is a Macro; Planning a Macro
- Recording and Running a Macro
- Assigning a Macro to a Toolbar, Menu or Shortcut Key
- Copying a Macro; Deleting and Renaming a Macro

11. **Linking Information**

- What is Object Linking and Embedding?
- Paste Special
- Embedding an Object/Picture



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