

AVP Training

Computer Software Training & Consulting

Word 2003 Advanced (Level 3)

General Description

Accelerate document creation with features such as AutoText and AutoComplete. Integrate data from external sources such as Excel and Access. Create a table of contents and index to finalise longer documents and automate Word operations using fields and macros.

Learning Outcomes

Create and manage AutoText, AutoComplete, AutoCorrect and the AutoFormat features
Import Word, Excel and Access content into a Word document
Copy styles between documents and save styles to the active template
Manage bookmarks, footnotes and endnotes
Produce a table of contents and index
Create and customise column settings
Outline new and existing documents
Apply advanced merging techniques such as conditional merging and prompting merge fields
Create, edit and format WordArt objects
Use fields which prompt for user input and reference bookmarked text
Record, edit and delete macros and assign macros to toolbar buttons and menus

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Intermediate understanding of Microsoft Word

Course Topics Word 2003 Advanced (Level 3)	Using Word Automatics
	Importing Content
	Style Management
	Managing Longer Documents
	Working with Columns
	Outlining Documents
	Merging Techniques
	WordArt
	Prompting Fields
	Macros

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