



MICROSOFT WORD - ADVANCED

Course Duration: 1 Day

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