

Microsoft Word 2000 Advanced Level

Course Objectives:

This course is designed for experienced users of Microsoft Word 2000 who wish to enhance their skills. Delegates will learn techniques for improving document presentation and how to use the more advanced features of Word, such as macros and mail merges.

Prior Knowledge Required:

Experience of working with Microsoft Word is required. Ideally delegates should have attended the Introductory Level course or have equivalent knowledge.

Course Duration: 2 days, but course contents can be tailored if required.

Styles

- Creating and Using Styles
- Modifying Styles
- Using HTML Links in Documents

Outlining

- Creating an Outline
- Promoting, Demoting & Collapsing Headings
- Reorganising the Document
- Numbering the Outline
- Producing a Table of Contents
- Inserting Footnotes

Using Sections

- Formatting Parts of a Document
- Inserting Section Breaks
- Page Layout Formats
- Creating Newspaper Columns
- Vertical Justification & Line Numbering

Working With Drawn Objects

- Drawing and Enhancing Objects
- Overlaying and Grouping Objects
- Rotating & Flipping Objects
- Using WordArt and Pictures
- Inserting Clip Art
- Scaling and Cropping
- Text Wrapping Around Pictures

Mail Merging

- Concepts and Uses of Mail Merging
- Creating a Data Source File
- Creating a Main Document
- Merging Documents
- Selective Merging
- Using Fields in the Main Document
- Creating Mailing Labels and Envelopes

Advanced Features of Tables and Forms

- Using Tables
- Creating Formulas
- Splitting and Merging Cells
- Sorting Data Within a Table
- Designing a Form

Toolbars

- Creating and Customising Toolbars

Working With Macros

- Understanding the Concept of Macros
- Recording a Macro
- Running a Macro
- Assigning Macros to Menus and the Toolbar
- Deleting Macros

Microsoft



Microsoft Certified
Professional
Trainer

Lotus CLP™

Microsoft
Education
Resource Centre



INVESTOR IN PEOPLE

Quality Training (Scotland) Limited

T/F 01259 763332

E info@quality-training.co.uk

www.quality-training.co.uk

Training for a brighter future