

Course overview:

Word 2000 Advanced

(C131eng)



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Overview and objectives

This intensive one-day course is designed to allow users to work with Word 2000's advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with long, complex documents and use Word's desktop publishing and mail merge tools. This course also contains examples of Year 2000 best practice.

Who should attend?

Anyone who has been using Word for some time and who now wishes to get greater productivity from the software.

Course prerequisites

Participants on this course should have a good working knowledge of Word, gained from prior attendance on the "Word 2000 Intermediate" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.

Word 2000 Advanced

- Year 2000 Best Practice • Review exercise

Templates

- Creating documents from templates • Creating and modifying a template • Attaching a new template • Loading global templates • Workgroup templates

Styles

- Paragraph and character styles • Applying styles • Modifying styles • Shortcut Keys • Creating your own styles • Applying styles as you type • The Organizer • The Style Gallery

Desktop publishing

- Text flow options • Creating new page layouts with text boxes • Inserting pictures into a document • Aligning text around objects • Creating watermarks • Creating and modifying page borders • Long documents • Sorting lists and tables • Working in outline view • Using find and replace • Creating a table of contents • Creating an index • Bookmarks and cross-references • Footnotes and endnotes • Summarising a long document

Mail merge

- Creating a Main Document • Creating a Data Document • Completing the Main Document • Editing the Data Document • Printing mail merge documents • Working with the Data Source • Using external data • Sorting and selecting records • Creating labels

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