

CDU delivering Professional Short Courses

Microsoft Word - Advanced

Microsoft Word, the world's most popular word processing software, provides many useful tools for writing reports and documents. This course covers aspects of Microsoft Word beyond creating basic documents.

Designed for

This course is primarily designed for people who need to know how to use the more advanced features of Word 2003. Course participants should have a good working knowledge of Microsoft Word and document creation. It would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Learning Outcomes

The skills and knowledge covered in this course will allow you to create longer documents, automate many operations in Word, perform advanced merges, outline a document, and use WordArt.

Course Content

- Use the AutoText, AutoComplete, AutoCorrect, and AutoFormat features
- Hand-draw tables and manipulate them
- Create and work with tables
- Perform more complex merge operations
- Create and modify a style, and apply a style to text in a document
- Manage the use of styles
- Use sections to correctly format your documents
- Create headers and footers
- Work with columns
- Create, modify and delete bookmarks, endnotes and footnotes
- Use outlining in documents
- Create automated fields within a document
- Create fields that prompt the user for input
- Create macros in Word.

Course Duration: 1 day