

Advanced Features

Synopsis:

This module covers advanced features of Word. Tasks include using Mail Merge, merging mailing labels and directories, sorting table data, and using formulas in tables. Students will also learn how to import Excel worksheets, work with lists, protect a document, and use macros and forms.

Prerequisites:

Word 2003 - Levels 1 & 2

Objectives:

- Use Mail Merge
- Merge mailing labels and directories
- Sort table data
- Use formulas in tables
- Import Excel worksheets
- Work with lists
- Use macros
- Protect a document
- Use forms

This module includes:

Using Mail Merge

- Working with Mail Merge
- Starting Mail Merge
- Identifying the main document
- Creating a data source
- Adding fields to a data source
- Removing fields from a data source
- Rearranging fields in a data source
- Saving a data source
- Entering records in a data source
- Setting View options for merging
- Inserting merge fields into a document
- Previewing merged data
- Merging to a new document
- Sorting records to be merged
- Merging to the printer

Merging Mailing Labels and Directories

- Using mailing labels
- Creating mailing labels
- Selecting label options
- Attaching a data source
- Inserting label merge fields
- Merging labels to a new document
- Creating a directory
- Merging with an Outlook data source

Sorting Table Data

- Designing a table to be sorted
- Sorting a table alphabetically
- Sorting a table numerically
- Sorting a table by date
- Sorting a table by multiple columns

Using Formulas in Tables

- Creating a formula in a table cell
- Using a function in a table cell
- Formatting the result of a formula
- Displaying field codes
- Recalculating formulas in a table

Word 2003 - Lvl 3

Advanced Features

Importing Excel Worksheets

- Importing an Excel worksheet
- Linking an Excel worksheet
- Creating an Excel worksheet object
- Editing an Excel worksheet object
- Inserting an Excel worksheet object

Working with Lists

- Customizing numbered/bulleted lists
- Resetting bullet/number styles
- Bulleting/Numbering a multilevel list
- Using list styles
- Sorting a list alphabetically

Using Macros

- Recording a macro
- Running a macro
- Editing a macro
- Adding a macro button to a toolbar
- Organizing macro projects
- Deleting a macro

Protecting a Document

- Opening the Protect Document Task Pane
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions

Using Forms

- Creating a form
- Defining a Text form field
- Defining a Check Box form field
- Defining a Drop-Down form field
- Calculating a Text form field
- Creating Help messages
- Protecting a form
- Saving a form as a template
- Creating forms from a form template
- Printing a form
- Deleting a form template

Working with Long Documents

Synopsis:

This module covers working with long documents. Tasks include tracking revisions; formatting long documents; creating a table of contents and index; using a table of authorities, bookmarks, footnotes, and endnotes. Students will also learn how to create master documents and customize Word preferences.

Prerequisites:

Word 2003 - Levels 1 & 2

Objectives:

- Track revisions
- Format long documents
- Create a table of contents
- Create an index
- Use bookmarks
- Use a Table of Authorities
- Use footnotes and endnotes
- Create master documents
- Customize Word preferences

This module includes:

Tracking Revisions

- Enabling change tracking
- Setting change tracking options
- Disabling change tracking
- Routing documents
- Merging documents
- Reviewing tracked changes
- Accepting/Rejecting all changes
- Saving versions of a file
- Opening versions

Formatting Long Documents

- Using text flow options
- Entering summary information
- Inserting summary information
- Creating section headers and footers
- Viewing the Document Map
- Using AutoSummarize

Creating a Table of Contents

- Using a table of contents
- Generating a table of contents
- Using custom styles
- Viewing the {TOC} field code
- Updating a table of contents
- Inserting {TC} field codes
- Using {TC} fields
- Using outline levels

Creating an Index

- Using an index
- Creating main index entries
- Creating index subentries
- Typing index entries
- Cross-referencing index entries
- Generating an index
- Viewing the {INDEX} field code
- Updating an index

Using Bookmarks

- Working with bookmarks

Word 2003 - Lvl 3

Working with Long Documents

- Creating bookmarks
- Viewing bookmarks
- Going to a bookmark
- Cross-referencing to a bookmark
- Deleting a bookmark

Using a Table of Authorities

- Working with a table of authorities
- Marking citations
- Finding the next citation
- Marking short citations
- Creating a table of authorities
- Viewing the {TOA} field code
- Updating a table of authorities

Using Footnotes and Endnotes

- Using notes
- Inserting notes
- Setting note options
- Viewing notes
- Browsing notes
- Moving and copying notes
- Deleting a note

Creating Master Documents

- Using a Master Document
- Inserting subdocuments
- Collapsing/Expanding subdocuments
- Opening subdocuments

Customizing Word Preferences

- Changing the default font attributes
- Changing the default page settings
- Setting view options
- Setting save options
- Modifying default file locations
- Adding/Removing toolbar buttons
- Creating custom menus
- Adding commands to a custom menu