MS Word 2000 Professional
A One-Day Training Course

Course Aims

This intensive one-day course is designed to perfect users' knowledge of MS Word 2000. They will gain practical knowledge of using fields to create online forms, Customising Word, sharing documents in Workgroups and using data from other Office 2000 applications. Being a workshop the participants will be encouraged to discuss individual requirements relevant to their working environment. This course also contains examples of Year 2000 best practice.

Course Outline

MS Word 2000 Professional

- Year 2000 Best Practice
- Review Exercise

Fields

- Inserting Fields
- Toggling Between Field Codes and Results
- Updating Field Codes
- Locking, Unlocking and Unlinking a Field Code
- SpeedKeys Associated with Fields
- Useful Fields; The Fill-in Field
- Calculating in Tables; Complex Calculations

Forms

- Creating a Form; Filling in a Form

Master Documents and Subdocuments

- Understanding Master Documents
- Creating Master Documents
- Working with Master/Subdocuments
- Using Other Word Features with Master Documents
- Printing Master Documents

Toolbars

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a Toolbar; The Menu Bar

Macros

- What is a Macro?; Planning a Macro
- Recording and Running a Macro
- Editing a Macro
- Assigning a Macro to a Toolbar, Menu or Shortcut Key
- Button Image Editor
- Copying a Macro
- Deleting and Renaming a Macro
- Macro Virus Protection

Sharing Documents

- Adding Comments
- Tracking Changes
- Protecting Documents from Unauthorised Changes
- Versioning; E-mailing Documents for Review
- Using the Round Trip Feature

Sharing Data with Other Applications

- Linking and Embedding MS Excel Worksheets in a Table
- Modifying Linked and Embedded Worksheets
- Updating and Breaking Links
- Creating a Chart; Modifying Chart Data
- Modifying Charts; Choosing a Chart Type
- Adding Chart Elements
- Importing Data into a Chart
- Working with the Equation Editor

Target Audience

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

Assumed Knowledge

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