MS Word 97 for Windows 95 Advanced
A Two Day Training Course

Course Aims:

Word 97 offers the power user many enhanced features and facilities including Tables, Outlining, Graphics, and mini-applications like WordArt. To make the most of this office productivity tool the need for professional training has never been greater. Being a workshop the participants will be encouraged to discuss individual requirements relevant to their working environment.

Course Outline:

Templates
- Creating Documents from Templates
- Creating and Modifying Template
- Switching Templates

Fields
- Inserting Fields
- Toggling between field codes and results
- Updating Field Codes
- Useful Fields: The Fill-in Field and the Formula Field =

Macros
- What is a Macro?
- Planning, Recording and Running a Macro
- Editing a macro
- Assigning a Macro to a Toolbar, a Menu and a Shortcut Key
- Copying a Macro
- Deleting and Renaming a Macro

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

Styles
- Paragraph and Character Styles
- Applying and Modifying Styles
- Creating Your Own Styles
- Applying Styles as you Type
- The Styles Organiser and the Style Gallery

Long Documents
- Working in Outline View
- Creating a Table of Contents and Index
- Bookmarks and Cross-references
- Footnotes and Endnotes
- AutoSummarise

Advanced Merging
- Working with the Data Source
- Using External Data
- Sorting and Selecting Records
- Creating Labels

Sharing Documents
- Highlighting Text
- Adding Comments
- Tracking Changes
- Versioning

Equation Editor
- Working with the Equation Editor

Forms
- Creating and filling in a Form

Graphics
- Inserting Clip Art and WordArt
- Drawing and Manipulating Objects
- Drawing an AutoShapes Objects
- Changing Object Properties

Target Audience:

Anyone who has been using Word 97 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 97-command set gained from prior attendance on a "Word 97 Introduction" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.