

## **MS Word 97 for Windows 95 Intermediate**

### **A One Day Training Course**

#### **Course Aims:**

This intensive course is designed to give existing Word 97 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when word processing with Word 97. This entirely 'hands on' course will give participants a good understanding of text production, including document layout and formatting fields and mail-merge.

#### **Course Outline:**

##### ***Toolbars***

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

##### ***Advanced Tables***

- Drawing a Table
- Adding Table Borders and Shading
- Merging and Splitting Cells
- Horizontal and Vertical Text Alignment
- Using the Shortcut Menu

##### ***Tabs***

- Setting tabs
- Moving and deleting tabs
- Dot leader tabs

##### ***Borders and Shading***

- Adding and Removing Borders and Shading

##### ***Section and Document Formatting***

- Creating a New Section
- Printing Headers and Footers
- Creating and formatting Columns

##### ***Fields***

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

##### ***Working with Two or More Documents***

- Opening a second document
- Switching between documents
- Working with Panes

##### ***Mail Merge***

- (Step 1) Creating a Main Document
- (Step 2) Creating a Data Document
- (Step 3) Completing the Main Document
- Editing the Data Document
- Printing Mail Merge Documents

##### ***Templates***

- Creating Documents from Templates
- Creating and Modifying Template

#### **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.