

Word 2003

Advanced

Course Description

This course is designed for people who are experienced users of Word. This course is designed around the requirements for users who need to create and manage large and on-line documents.

Bookmarks

- Working with bookmarks
- Creating/ Viewing bookmarks
- Navigating with bookmarks
- Bookmarks and cross references
- Deleting a bookmark

Field codes

- Inserting fields
- Entering a Field manually
- Using Fill in field codes

Footnotes & Endnotes

- Using Notes
- Setting Note Options
- Inserting/ Viewing Notes
- Opening the Notes Pane
- Browsing Notes
- Moving/ Copying a Note
- Deleting/ Converting a Note

Table of Contents

- Generating a Table of Contents
- Viewing the TOC Field Code
- Toggling Codes
- Understanding the Code
- Using Custom Styles
- Updating a Table of Contents
- To Update a Table of Contents
- Inserting TC Field Codes
- Using TC Field Codes

Indexing

- Using an Index
- Creating Index Subentries
- Cross Referencing Index entries
- Viewing the INDEX Field Code
- Updating an Index
- Concordance File

Creating Master Documents

- Inserting Sub-documents
- Collapsing / Expanding Sub-documents
- Opening Sub-documents

Using Comments

- Working with Comments
- Inserting/ Deleting a Comment
- Viewing/ Printing Comments

Tracking Revisions

- Enable Change Tracking
- Setting Track Changes option
- Disabling Change Tracking
- Prepare a Document for Review
- Routing/ Merging Documents
- Reviewing Tracked Changes
- Accepting/Rejecting all Changes
- Saving Versions of a File
- Opening Versions

External Documents

- Referenced Documents
- Chapter Number in Page Numbers
- Creating a Referenced Index
- Tips on Chapter Numbering

On-Line Documents

- On-line Documents
- Online Layout
- Document Map
- Formatting Online Documents
- Text Effects
- Formatting Backgrounds
- Using Background Images
- Maintaining Appearance
- Embed TrueType Fonts in a Document

Duration:

2-Day

Audience:

The course has been designed for users who need to create and manage large and on-line documents.

Pre-requisites:

Participants must have a solid knowledge of Word especially the formatting features of Word. It is recommended that users should have completed our Intermediate level course.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support