



Refine-IT

Course outline for MS Word 2000 - Advanced

Overview and Goals - to be able to enhance professional documents competently

Objectives – to take advantage of advanced document handling features

Who Should Attend - users with experience of Word

Advanced Text and Document Handling

- Modifying the display of bullets
- Applying text flowing options
- Inserting footnotes
- Inserting endnotes
- Setting auto correct exceptions
- Creating a master document
- Attaching a sub document to a master
- Managing sub documents
- Creating a template
- Creating character style
- Creating paragraph style

Advanced Document Capabilities

- Creating a table of contents
- Modifying a table of contents
- Adding a bookmark
- Creating an index
- Linking Excel data to a table
- Embedding a worksheet
- Sorting data in a data table
- Perform calculations in a data table

Group Editing

- Revision marking
- Comparing documents
- Inserting comments
- Managing comments
- Workgroup templates
- Creating multiple versions
- Saving a Word document for the web
- Creating forms
- Modifying forms
- Entering data into forms

Timesaving Functions

- Recording a macro
- Running a macro
- Editing a macro

If you would like to know more about any of the topics please contact

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