



Versatéo

Software Training solutions

Word Level 3 A One-Day Training Course

Course Aims

This course introduces users to Advanced features of Word. This 'hands on' course includes specially prepared exercises that give participants practical experience of working with long, complex documents and use Word's desktop publishing feature, Macros and sharing data with other applications.

Course Outline

Long Documents

- Sorting Lists and Tables
- Working in Outline View
- Advanced Find and Replace
- Table of Contents/Indexes/Authorities/Figures
- Bookmarks, Cross-references, Footnotes/Endnotes
- Summarising a Long Document
- Adding Captions

Desktop Publishing

- Move Within a Document
- Text Flow Options
- Balance Column Lengths
- Working With Sections
- Using and Linking Text Boxes
- Insert Pictures, Clip Art and Scanned Images
- Clip Organizer and Picture Toolbar
- Watermarks, Page Borders and Book Fold Documents

Macros

- Creating and Editing Macros
- Assigning a Macro to a Toolbar, Menu or Shortcut Key
- Copying, Deleting and Renaming Macros

Sharing Documents

- Track/Accept/Reject Changes to a Document
- Using Multiple Versions
- Route a document to several reviewers
- Web pages and hyperlinks

Sharing Data with Other Applications

- Link/Embed/Import Excel Data as a Word table
- Modify a Worksheet
- Build and Edit an Equation

Target Audience

New or intending users of Word who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC/Windows Fundamentals" course.

Training path

Level 1 - New users with little or no experience, creating and modifying documents.

Level 2 - Providing existing users with more advanced features

Level 3 - Working with Long documents and Styles enhancing the users knowledge