

Microsoft Word Level 2

General Description

This course covers advanced aspects of Microsoft Word including working with tables, forms, mail merge and referencing tools to create sophisticated documents. Delegates should already have a good understanding of creating and editing Word documents and the text within them.

Course Outline

At the end of the course delegates will be able to present and collect data in complex tables and forms, edit and reference paragraphs and perform advanced merges. This course is available for Microsoft Office 2003, 2007 and 2010

Course Content

- Understanding the Version Interface
- Producing a Table
- Editing the Column width and Paragraph Spacing within a Table
- Merging and Splitting Table Cells
- Inserting Graphics into a Table
- Converting Existing Text to a Table
- Creating an Automated Totals Field within a Table
- Inserting a Tab
- Moving and Deleting Tabs
- Setting Tabs using the Ruler or the Tabs Command Box
- Setting Tabs in a Table
- Defining Columns
- Adding Column, Section and Page Breaks to your Document
- Working with Text Boxes
- Designing a Form
- Form Field Options
- Adding Help Text to a Form
- Adding a Drop Down Form Field
- Protecting a Document
- Performing a Mail Merge
- Editing the Data Source of a Mail Merge
- Creating a New Template
- Creating a Template Based on an Existing Document
- Using Multi-Level Numbering
- Inserting a Reference
- Inserting a Caption
- Using Bookmarks and Cross References
- Creating a Table of Contents and an Index
- Tracking the Changes within a Document
- Editing Text Using Styles
- Defining a New Style
- Creating a Style Based on Existing Text

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