



Central IT Training

Word 2003 Advanced

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of Word enabling you to use more advanced features within the application.

Minimum Requirements

Delegates should have a good knowledge of Word to Intermediate level.

Course Contents

Macros

- Recording a Macro
- Running a Macro
- Assigning Macros to Toolbars
- Assigning Macros to Menus
- Customising Buttons and Menus
- Keyboard Shortcuts for Macros
- Macros with AutoShapes
- Editing Macros
- Deleting Macros

Templates

- Standard Templates
- Creating Templates
- Saving Templates
- Using Templates
- Editing Templates

Toolbars

- Viewing and Hiding
- Floating and Docking
- Adding and Removing Buttons
- Moving Buttons
- Creating Toolbars

Forms

- Setting up a Form
- Inserting Form Fields
- Setting Form Field Options
- Adding Help Text
- Creating Sections in Forms
- Protecting a Form
- Protecting Part of a Form
- Using Forms as Templates

Graphics and Web Pages

- Inserting Text Boxes
- Formatting Text and Text Boxes
- Linking Text Boxes
- Using Hyperlinks
- Creating a Web Page in Word

Security

- Password Protecting a Document
- Read Only Documents
- Removing Passwords