

## Microsoft Word 2000

Course Level	: Advanced
Course Duration	: 1 day
Prerequisites	: Attendance on Intermediate course or equivalent experience



### ▼ Course Content

#### ○ Course Objectives

#### ○ Revision

- Revision of Sort
- Revision of Styles

#### ○ Advanced Mailmerge

- Creating a datafile
- Creating the letter
- Selecting records
- Creating a calculation

#### ○ Templates

- Using a Template
- Creating a Template
- Amending a Template
- The Word Templates

#### ○ Styles

- What are they?
- Creating styles from existing text
- from scratch
- Automatic style creation
- Applying the style
- Using the style in other documents

#### ○ Outlines

- What is an Outline?
- Creating an outline

#### ○ Master documents and Sub documents

- What are master and sub documents?
- Creating a sub document
- Collapsing and expanding a sub document

#### ○ Section Breaks

#### ○ Creating a Table of Contents

- Defining the levels
- Defining the numbering style
- Generating the Table of Contents

#### ○ Creating an Index

- Marking the entries
- Defining the numbering style
- Generating the index
- Using a concordance file

#### ○ Creating a Cross Reference

#### ○ Using Draw

- Using the drawing Tools
- Creating Text Boxes
- Linked text Boxes

#### ○ Using Footnotes

- Creating a footnote

#### ○ Using Fields

#### ○ Using Macros

- What is a macro?
- Creating a macro
- Naming the macro
- Running the macro
- Assign to a shortcut key
- Assign to a button bar
- Assign to a menu item

#### ○ Customising Word

#### ○ Workshop