



MICROSOFT WORD - ADVANCED

Course Duration: 1 Day

- 1. Advanced File Management**
 - Finding Files
 - Using Wildcards
 - Setting, Saving Search Criteria
- 2. Advanced Use of Find and Replace**
 - Using "Special" Find or Find & Replace
 - Advanced Use of Find and Replace
- 3. Styles**
 - Paragraph and Character Styles
 - Applying Styles, Modifying Styles
 - Creating Your Own Styles; Shortcut Keys
 - Applying Styles As You Type
 - The Organizer; The Style Gallery
- 4. Templates**
 - Creating Templates
 - Modifying Templates
 - Loading the Global Template
 - Changing Default Settings
- 5. Fields**
 - Inserting Fields
 - Toggling Between Field Codes and Results
 - Updating Field Codes
 - Locking, Unlocking and Unlinking a Field Code
 - Speedkeys Associated with Fields
 - The Fill-In Field
 - Formula Field Code
- 6. Forms**
 - Creating a Form
 - Filling-in a Form
- 7. Long Documents**
 - Working in Outline View
 - Creating a Table of Contents
 - Creating an Index
 - Bookmarks and Cross-references
 - Footnotes and Endnotes
 - AutoSummarize
- 8. Sharing Documents**
 - Highlighting Text; Adding Comments
 - Tracking Changes
- 9. Graphics**
 - Working with ClipArt and WordArt
 - The Drawing Toolbar
 - Drawing Objects
 - Drawing AutoShape Objects
 - Manipulating Objects
 - Changing Object Properties
 - Creating Watermarks
 - Aligning Text Around Objects
 - Creating and Modifying Page Borders
- 10. Macros**
 - What is a Macro; Planning a Macro
 - Recording and Running a Macro
 - Assigning a Macro to a Toolbar, Menu or Shortcut Key
 - Copying a Macro; Deleting and Renaming a Macro
- 11. Linking Information**
 - What is Object Linking and Embedding?
 - Paste Special
 - Embedding an Object/Picture