

Refine-IT

Course Outline for Word 2002 - Advanced

Overview and Goals - to be able to enhance professional documents competently

Objectives – to take advantage of advanced document handling features

Who Should Attend - users with experience of Word

Advanced Text and Document Handling

- Modifying the display of bullets
- Applying text flowing options
- Inserting footnotes
- Inserting endnotes
- Setting auto correct exceptions
- Creating a master document
- Attaching a sub document to a master
- Managing sub documents
- Creating a template
- Creating character style
- Creating paragraph style

Group Editing

- Revision marking
- Comparing documents
- Inserting comments
- Managing comments
- Workgroup templates
- Creating multiple versions
- Saving a Word document for the web
- Creating forms
- Modifying forms
- Entering data into forms

Advanced Document Capabilities

- Creating a table of contents
- Modifying a table of contents
- Adding a bookmark
- Creating an index
- Linking Excel data to a table
- Embedding a worksheet
- Sorting data in a data table
- Perform calculations in a data table



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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