

Microsoft Word 2003 - Advanced



Delegates completing the Word advanced course will be able to use the full functionality of this powerful programme and its many features. This is of particular relevance to anyone working with complex or legal documents that must be produced to the highest possible professional standard.

The shortcuts and benefits that the delegates take away from the course will save anyone involved in the production of longer documents literally hours in producing them, and more time again should they need to be edited or amended. The course includes the creation of an index, table of contents and the insertion and editing of pictures.

This course can be tailored to your specific needs.

Duration: 1 day

The course covers the following:

Using Styles

- ▶ Apply Existing Styles
- ▶ Create A New Style
- ▶ Modify A Style
- ▶ Styles By Example
- ▶ Copy Styles To Another Document
- ▶ The Style Gallery

Outlining A Document

- ▶ Create A Document In Outline View
- ▶ Work With An Outline
- ▶ Outline Numbering
- ▶ Outline An Existing Document
- ▶ Using The Document Map

Master Documents

- ▶ Create A Master Document
- ▶ Create Subdocuments
- ▶ Work With Master Documents
- ▶ Insert Subdocuments
- ▶ Format A Master Document
- ▶ Edit Subdocuments
- ▶ Merge Subdocuments
- ▶ Split Subdocuments
- ▶ Delete Subdocuments
- ▶ Build A Table Of Contents
- ▶ Print A Master Document

Work with Pictures

- ▶ Insert A Picture
- ▶ Move A Picture
- ▶ Resize A Picture
- ▶ Crop A Picture

Document Review

- ▶ Insert Comments
- ▶ Print Comments
- ▶ Track Changes
- ▶ Review Tracked Changes
- ▶ Version Control
- ▶ Compare Documents
- ▶ Protect And Unprotect A Document

Longer Documents

- ▶ Set And Use Bookmarks
- ▶ Create Footnotes
- ▶ Create Endnotes
- ▶ Convert Footnotes And Endnotes
- ▶ Delete Footnotes And Endnotes
- ▶ Create A Table Of Contents
- ▶ Update A Table Of Contents
- ▶ Mark Index Entries
- ▶ Create A Concordance File
- ▶ Use A Concordance File Create An Index



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Copernicus Training
info@copernicus-training.com
www.copernicus-training.com