

McMillan Bird

Word 2003 – Workshop 3 (Advanced)

Duration: 1 day

Course Aim:

This course covers the advanced features available in Word for Windows to make large document creation easier by automating repetitious and often tedious formatting and reformatting.

This course is ideal for users that have completed Workshop 2 or have good foundation knowledge of Word.

Learning Outcomes

At the completion of this course participants will be able to:

- Create styles and modify styles
- Set up styles by example
- Create and update a table of contents
- Work with document outline views and maps
- Create and attach templates
- Insert field codes to automate document header and footers
- Create an form using 'Fillin-In' field codes
- Control revision tracking
- Control document sectioning
- Create alternating headers and footers
- Set up a document for double sided printing

Training