



Computer Consultants Corporation

Microsoft Word

Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand on intermediate skills, including advanced techniques for working with tables and graphics, the creation of macros and forms, and Word's integration and collaboration features.

Prerequisites: Intermediate Microsoft Word or demonstrated familiarity with its topics.

Mail Merge

- The mail merge wizard
- Data sources
- Main documents
- Performing a merge
- Merge problems
- Using envelopes and labels with mail merge
- Merging from alternate data sources

Advanced Table Techniques

- Merging and splitting cells
- Changing the text direction
- Sorting tables, lists, and paragraphs
- Performing calculations in tables
- Additional table properties
- Working with table styles
- Adding, editing, and applying table styles

Incorporating Excel

- Embedding worksheets in word documents
- Linking Excel worksheets
- Linking Excel charts

Integration and Collaboration

- Tracking changes to documents
- Reviewing tracked changes
- Sending a document for review
- Merging tracked changes
- Protecting documents
- Attaching digital signatures to documents
- Creating multiple versions of a document
- Setting up workgroup templates

Macros and Forms

- Creating and saving a macro
- Running a macro
- Assigning to keyboard shortcuts
- Customizing menus and toolbars
- Deleting macros and buttons
- Creating forms in Word

Templates

- Document wizards
- Saving a document as a template
- Modifying custom templates