

PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

ADVANCED MICROSOFT WORD Course Specification



Protection

Lists

Macro's

Field Codes

Customising

Index

WordArt

Styles

Linking

"I wish I could customise Microsoft Word, and create stunning automated documents". This course builds on the knowledge and skills gained on the Introductory and Intermediate courses, by teaching the skills required to create automated and protected documents where the user can only fill in what is required and not damage any other item within the document. By creating Templates, and using a Macro to open them and set the page view options, we will then be able to add the Macro to our customised toolbars and menus allowing immediate access to the documents at the click of a mouse.

Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of Stunning looking documents.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Creating Toolbars and Menus
- Recording Macros and Adding them to Toolbars and Menus
- Creating Fill in Forms by adding Drop Down boxes, text Boxes, and Customised Help dialogue boxes.
- Creating an Outline Master Document
- Performing an Advanced Customised Mail merge using Fill in Fields
- Adding Footnote and Endnotes with Annotations

Course Benefits

This course offers you the Power User the opportunity to Totally Customise the Microsoft Word environment by adding customised Toolbar and Menu items.

Master documents are created to allow sub documents to be integrated with headers and footers linked across all documents. Integrating this with styles will allow the addition of a Table of Contents and finally insert an Index at the end of the document.

This course follows several powerful projects from start to finish. To allow you the user to draw upon all skills from the previous two courses to create stunning documentation.

Course Details

Duration 1 Day

Cost £175.00 + VAT

Location Alcrest Academy

Follow Up 1 – 1 Training

Advanced Microsoft Word

Course Content

- Creating fill in forms & intelligent documents using
- Drop down lists, check boxes, context sensitive help
- Form Protection
- Creating Online manuals including the creation of Bookmarks and Hyperlinks
- Understanding Fields and Field Types
- Creating Simple Macros
- Adding Macros to Forms
- Adding Macros to Toolbars and Menus
- Customising and Creating Toolbars & Menus
- Adding Footnotes & Endnotes
- Creating an Index
- Creating a Table of Contents
- Linking Office Programs (inserting Excel and Access Objects)
- Adding and Editing Microsoft Organisational Charts
- Inserting WordArt
- Creating Outline and Master Documents
- Adding Sub Documents
- Creating, Use and Customise Styles
- Advanced Mail merge using fill in
- Field Codes, and changing data source information



On completion of this course, you will be able to:

- Manipulate your Microsoft Word Environment by adding Menus and creating your own customised buttons
- Create Macros and add them to your Toolbars and Menus
- Create your own Table of Contents and Index's
- Create Powerful Automated Documents
- Create Master Documents with Links to sub documents
- Link word to Access and Excel



To Book your Course, Please
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