Course Outline- Word Professional : a one-day training course

Fields ▪ Insert a field ▪ Display field codes ▪ Update, lock and unlink fields ▪ Use Fill-in fields ▪ Perform calculations in a table using formula fields	**Using Macros in Word** ▪ Record a macro ▪ Run a macro ▪ Edit a macro ▪ Copy, rename and delete macros ▪ Add macros to menus, shortcut keys and toolbars
Forms ▪ Create and modify a form ▪ Add different form fields (controls) ▪ Modify form field options ▪ Add help text to a form field ▪ Protect and unprotect a form ▪ Fill in a form	**Sharing Documents** ▪ Highlight text ▪ Track changes to a document ▪ Accept or reject changes ▪ Protect a document ▪ Create multiple versions of a document ▪ Route a document to several reviewers ▪ Create web pages and add web page elements ▪ Create hyperlinks ▪ Round trip documents from HTML ▪ Save a document as Filtered HTML ▪ Attach a Cascading Style Sheet to an HTML document ▪ Proof text in a different language and translate words and phrases ▪ Create, view and remove a digital signature

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Master Documents and Subdocuments ▪ Understand master documents and subdocuments ▪ Create a master document from scratch ▪ Convert an existing document into a master document ▪ Edit and rearrange master and subdocuments ▪ Print master documents	**Sharing Data with Other Applications** ▪ Link and embed an Excel worksheet ▪ Import Excel data as a Word table ▪ Modify a worksheet ▪ Build and edit an equation
Customising Word Toolbars ▪ Display hidden toolbars ▪ Dock and float toolbars ▪ Add a button to a toolbar ▪ Remove a button from a toolbar ▪ Create a new toolbar	

Microsoft Word Professional

A one-day training course

Course Aims

This intensive one-day training course is designed to perfect users' knowledge of Word. They will gain practical knowledge of creating and managing professional documents (such as on-line forms and reports), using document-sharing features and customizing Word.

Course Objectives

Upon successful completion of this Professional course, students will be able to:

- Use and manipulate fields and macros
- Create and manipulate forms for on-line form use
- Share and accept reviews from multiple reviewers
- Manipulate Master- and Sub-documents
- Share data with Excel and PowerPoint applications
- Customise Word toolbars for more efficient use

Who Should Attend?

Students who have been using Word for some time and who now wish to get greater productivity from the software

Note : Students should have a good working knowledge of Word and be able to create, format and print complex and long documents that incorporate tables, graphics, sections and cross referencing. Students should also be able to use Word tools such as AutoCorrect, styles, templates and Internet publishing features.