

Microsoft Word 2002 – Level 3

Course Description

The main objective of this courseware is to introduce you to the advanced features of Word. The purpose of this book is to introduce the experienced user to features that make working with long documents simpler, and to provide tools for increasing their productivity while enhancing their document's design. On successful completion of this courseware, you will be able to:

- checking the formatting used in the styles
- saving a document as a web page
- creating a template
- modifying web pages
- adding hyperlinks
- navigating between the pages using bookmarks or headings
- adding or changing a background color or special effect to your document
- applying, changing, setting or removing a theme
- using digital signatures to authenticate documents
- record, edit copy, rename and delete macros
- create online forms using form fields
- protect forms from changes
- sort simple lists, paragraphs and tables and data source
- link and embed worksheets into your documents
- import data from another program for use with charts
- create a master document and work with subdocuments
- create and revise footnotes and endnotes
- create a cross-reference, index, and a table of contents
- insert, select, move and size graphics
- enhance your documents with WordArt and dropped initial capital letters
- create watermarks
- rotate, create, edit, group and enhance objects

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Courseware Outline

Preparing Web Documents

- Checking the Styles Used
 - Revealing the Formatting
- Working with Web Pages
 - Saving as Web Pages
 - Creating Hyperlinks
 - Adding a Background Color
 - Adding Backgrounds with Special Effects
 - Changing a Background
 - Removing a Background
- Using Themes
 - Applying Themes
- Using Digital Signatures
 - Adding a Digital Signature

Automating Repetitive Tasks

- Explaining Macros
 - Recording Macros
 - Running Macros
 - Editing Macros
 - Deleting Macros
- Creating Forms
- Creating Online Forms
 - Creating Help Messages for Form Fields
 - Saving Forms as Templates
 - Protecting Forms from Changes
 - Filling in Forms

Working with Lists

- Sorting Lists
 - Sorting Paragraphs
 - Sorting Tables
 - Sorting a File in Another Format
- Linking and Embedding Worksheets
 - Embedding Worksheets
 - Linking Worksheets
 - Editing Linked or Embedded Objects
- Working with Other Programs
 - Importing Documents
 - Importing Data into a Chart

Generating Long Documents

- Creating a Master Document
 - Creating Master Documents from an Outline
 - Converting Existing Documents into a Master Document
 - Inserting Subdocuments
 - Expanding and Collapsing Subdocuments
 - Opening Subdocuments
 - Splitting Subdocuments
 - Merging Subdocuments
 - Deleting Subdocuments
 - Converting a Subdocument
- Adding Footnotes and Endnotes
 - Creating Footnotes and Endnotes
 - Managing Footnotes and Endnotes
- Inserting Bookmarks and Cross-references
 - Creating Bookmarks & Cross References
 - Moving to a Bookmark
- Creating an Index
 - Marking Index Entries
 - Using Concordance Files
 - Using a Concordance File to Mark Index Entries
 - Compiling an Index
 - Updating and Editing an Index
 - Deleting the Index
- Creating a Table of Contents
 - Compiling a Table of Contents
 - Updating a Table of Contents
 - Changing a Table of Contents to Text

Manipulating Graphics

- Inserting Graphics
 - Inserting ClipArt
 - Inserting Pictures from a File
 - Click and Type
- Manipulating Graphics
 - Selecting, Moving and Sizing Graphics
 - Wrapping Text Around Pictures
- Adding Other Graphical Elements
 - Using WordArt
 - Inserting Watermarks
 - Creating a Dropped Cap
 - Rotating Graphics

Creating Drawings

- Creating Objects
 - Drawing Lines or Rectangles
 - Adding Arrows
 - Adding AutoShapes
 - Inserting Text Boxes
 - Editing Objects
- Arranging Objects
- Enhancing Objects
 - Adding Fill Effects