

Microsoft Office Word for the Expert User Course Outline Part 2



Course aims:

This course is designed for users of Word (any version) who want to go beyond intermediate tasks. It will give delegates skills in handling complex documents and advanced word processing features.

Pre-requisites:

Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

Who should attend:

Word users concerned with long and/or complex documents and advanced page layout needs.

Duration: 1 day

Footnotes & endnotes	Create and edit footnotes & endnotes, specifying position
Master & sub documents	Create a master document, insert sub-documents
Importing information from Excel	Import worksheets and charts from Excel
Importing/exporting information to/from PowerPoint	Import text and slides from/to PowerPoint
OLE & DDE linking	Linking information to Excel and PowerPoint and keeping it up to date
Using organisation chart program	Create and edit Organisation charts
Using Word's charting program	Create and edit Charts in Word
Using WordArt	Create and edit WordArt
Using Equations	Create and edit equations in Word
Using the drawing toolbar	Create and edit diagrams in Word
Creating web pages	Create and edit word documents to create html pages for the web
Follow on courses	Any other Word module

COURSE OUTLINE