

MS Word 2003 Level 3

Duration: 1 Day Using Watsonia manual INF405

- Outcome:** At the completion of this course participants will be able to:
- use the AutoText, AutoComplete, AutoCorrect, and AutoFormat features
 - import Excel, Word and Access data into a Word document
 - manage the use of styles
 - create, modify and delete bookmarks, endnotes and footnotes
 - work with columns
 - use outlining in documents
 - perform more complex merge operations
 - use the WordArt feature in Word
 - create fields that prompt

Prerequisites This course assumes a good working knowledge of Microsoft Word and document creation.

- Content:**
- **Using Word Automatics**
 1. Creating AutoText Entries
 2. Using AutoText Entries
 3. Creating AutoComplete Entries
 4. Using AutoComplete Entries
 5. Using AutoCorrect
 6. Adding AutoCorrect Entries
 7. AutoFormatting Text
 8. AutoFormatting As You Type
 9. Adding AutoText To A Template
 10. Inserting A Date That Updates
 11. Inserting Automatic Page Numbering
 - **Importing**
 1. Pasting A Worksheet
 2. Linking A Worksheet
 3. Inserting A Document
 4. Importing A Database Table
 5. Importing A Chart
 - **Managing Styles**
 1. Copying Styles To Another Document
 2. Applying Copied Styles
 3. Saving A Style To The Active Template
 4. The Style Gallery
 5. Changing The Root Style
 - **Longer Documents**
 1. Bookmarks
 2. Creating Footnotes
 3. Creating Endnotes
 4. Converting Footnotes And Endnotes
 5. Modifying Footnotes And Endnotes

6. Deleting Footnotes And Endnotes
 7. Creating A Table Of Contents
 8. Navigating Using A Table of Contents
 9. Updating A Table Of Contents
 10. Updating Page Numbering
 11. Marking Index Entries
 12. Creating A Concordance File
 13. Using A Concordance File
 14. Deleting Unwanted Index Entries
 15. Creating An Index
 16. Marking Citations
 17. Generating A Table Of Authorities
- **Columns**
 1. Creating Columns
 2. Specifying Columns Settings
 3. Balancing Column Text
 - **Outlining**
 1. Creating A New Document In Outline View
 2. Working With An Outline
 3. Outline Numbering
 4. Outlining An Existing Document
 5. The Document Map
 6. Assigning Outline Levels To Paragraphs
 - **Merging Techniques**
 1. Performing A Conditional Merge
 2. Sorting A Merge
 3. Merging From Another Data Source
 4. Using IF For Merging
 5. Skipping Records
 6. Merging Statistics
 7. Merge Fields That Prompt For Information
 8. Merging With Prompts
 - **WordArt**
 1. Creating WordArt
 2. Editing WordArt
 3. Moving And Resizing WordArt
 4. Using WordArt Tools
 5. Formatting WordArt
 - **Prompting Fields**
 1. Using The FILLIN Field
 2. Typing Fields Into A Document
 3. Activating Fields
 4. Using the Ask Field
 5. Using REF To Display BookMarks
 6. Activating Prompting Fields Automatically
 - **Macros**
 1. Understanding Word Macros
 2. Setting A Macro Security Level
 3. Recording A Simple Macro

4. Running A Macro
5. Assigning A Macro To A Toolbar
6. Modifying A Macro Tool
7. Assigning A Macro To A Menu
8. Assigning A Macro To A ShortCut Menu
9. Creating A Custom Pull-Down Menu
10. The Many Ways Of Running A Macro
11. Editing A Macro
12. Deleting A Macro
13. Removing References To Macros
14. Creating A Macrobutton Field