

Microsoft Word 97 Advanced

A One-Day Training Course



Course Aims

This intensive course is designed to give existing MS Word 97 users additional skills and knowledge on using the many features and functions of this software to create templates and automate tasks in MS Word 97. This entirely 'hands on' course will give participants a good understanding of text production, including templates, styles, fields, macros, and toolbars.

Course Outline

Styles

- Paragraph and Character Styles
- Applying Styles
- Modifying Styles
- Shortcut Keys
- Creating your own styles
- Applying styles as you type
- The Organiser
- The Style Gallery

Templates

- Creating Documents From Templates
- Creating and Modifying Templates
- Loading Global Templates
- The Organiser

Fields

- Inserting Fields
- Toggling Between Field Codes and Results
- Updating Field Codes
- Locking, Unlocking and Unlinking a Field Code
- SpeedKeys Associated with Fields
- Useful Fields; Document Automation, The Fill-in Field, Macro Button, Ask, Bookmark and Formula Fields

Macros

- Record a Macro
- Run a Macro
- Edit a Macro
- Copy, Rename & Delete Macros
- Add macros to menus, shortcut keys & toolbars

Toolbars

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a Toolbar

Forms (if required)

- Creating Form Templates
- Protecting and Changing Forms

Workshop Session

- Create Own Templates
- Insert Fields to automate
- Assign template to toolbar menu or button
- Create AutoNew macro to template to automate

Target Audience

Anyone who has been using MS Word 97 for some time and is comfortable with font and paragraph formatting together with tables, who now wish to achieve greater productivity from the software.

Assumed Knowledge

Participants on this course should have a good working knowledge of MS Word 97, gained from prior attendance on a "MS Word 97 Intermediate" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.

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