

## ONE DAY COURSE OUTLINE

### **WORD 2002/2003 ADVANCE**

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#### **Prerequisites**

This course assumes participants have a good working knowledge of Word and document creation.

#### **Target Audience**

This course is designed for people who need to know how to use the more advanced feature of Word, including document automation, outlining, working with longer documents, merging and WordArt. It is ideal for people who work in offices, belong to clubs or for private use.

#### **Learning Outcomes**

- Use 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 the user for input
  - Create macros in Word
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