

MICROSOFT WORD V2003 ADVANCE COURSE OUTLINE PART 2 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a good working knowledge of MicrosoftWord, and may have already attended the Intermediate and/or part 1 of the Advanced course.

Topics to be covered

Macros

- Recording macros
- Running macros assigned to a keyboard key
- Assigning macros to buttons on the toolbar
- Running macros from buttons

Forms

- Creating form fields
- Using forms

Revision marks

- Mark changes to documents
- Review documents
- Update changes to documents

Master documents

- Creating master documents
- Inserting documents into the master

Password protecting documents

Linking Excel worksheet data into a Word document

