

Word 2000-2003 Advanced

Duration: 1 Day

Course Overview:

In this course, students will learn some of the more advanced features of Word 2000-2003. To begin, students will create and modify online forms and will work with form controls properties. In addition, students will learn how to create help messages to guide data entry and how to protect and test forms. Next, students are taught how to perform mail merges using the Mail Merge Wizard. Creating and editing an address list, and merging to envelopes and labels are included. Finally, students are presented with basic and advanced collaboration methods in order to distribute their documents for group review.

Students Learn How To:

- Utilize form creation tools to create and modify online forms
- Incorporate form protection to prevent accidental changes during data entry
- Create and modify an Excel chart in a Word document
- Link Word documents to other pages and to e-mail addresses

Who Should Attend: Anyone who wants to learn the Advanced level skills of Microsoft Word.

Prerequisites: Windows 2000 or XP Introduction and Word 2000-2003 Intermediate or equivalent knowledge.

Course Outline:

Creating a Form Design

Examining Form Basics
Using Templates with Forms
Using Tables to Create a Layout
Using Text Boxes in a Layout

Inserting Form Fields

Inserting Text Form Fields
Inserting Check Box Form Fields
Inserting Drop-Down Form Fields

Formatting Forms

Formatting Text
Formatting Table Rows and Columns
Working with Borders and Shading

Creating Help Messages

Create Status Bar Help Messages
Create Help Window Messages

Protecting and Testing Forms

Protecting Forms
Entering Data into Forms
Displaying and Updating Calculation Field Results
Printing Forms

Using Mail Merge to Create Form Letters

Examining Mail Merge Components
Using the Mail Merge Wizard
Creating an Office Address List

Modifying Mail Merge Documents

Formatting Merged Data
Editing Data Records
Sorting and Filtering Data Records

Using Mail Merge for Envelopes and Labels

Merging Envelopes
Merging Labels

Using Advanced Collaboration Features

Saving and Editing Web Pages
Working With Hyperlinks

Appendix A: Creating Placeholder Fields