

Jenny Labbett Computer Services

Making the most of Microsoft Office



Word Advanced

Four half-day sessions.

Pre-requisites

- some experience of using Word
- familiarity with the Word Introduction course topics

These courses are particularly useful for those working with reports, minutes and long documents.

Session 1: Templates and macros

HALF-DAY (3 hours)	Main topics covered: <ul style="list-style-type: none">• using templates to create documents <i>Using a template, eg for a regular progress report, means that you can open a document which already contains the report headings so that you do not have to type the same text repeatedly.</i>• creating and running macros <i>Macros can be used to speed up your work and to automate the creation of documents. You could, for example, use a macro to open a document based on a template. (The macro could be run by clicking a toolbar button.)</i>
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Session 2: Creating consistency in documents by using styles

HALF-DAY (3 hours)	Main topics covered: <ul style="list-style-type: none">• paragraph and heading styles• number styles• attaching the styles to a template• using the Organiser dialogue box <i>The Organiser can be used to copy styles, AutoText, toolbars and macros from one template to another.</i>
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Session 3: Working with long documents

HALF-DAY (3 hours)	Main topics covered: <ul style="list-style-type: none">• outlining a document• creating an automatic table of contents• indexing a document• creating and using master documents <p><i>This is useful when you are collating a document based on contributions from a number of users.</i></p>
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Session 4: Form fields and fillin fields

HALF-DAY (3 hours)	Main topics covered: <p>You can create forms in Word for data entry.</p> <ul style="list-style-type: none">• using form fields <p><i>Form fields are useful for data entry and analysis. They promote robust data entry; for example, by restricting data to a particular format, or by requiring the user to select items from a drop down list. Form field data can be exported to Excel for analysis, which makes this feature useful for questionnaires.</i></p> <ul style="list-style-type: none">• using fillin fields <p><i>Fillin fields automatically prompt the user. For example, "Please enter the employee name here:".</i></p>
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