

# 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**

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<b>HALF-DAY (3 hours)</b>	<b>Main topics covered:</b> <ul style="list-style-type: none"><li>• 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></li><li>• 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></li></ul>
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### **Session 2: Creating consistency in documents by using styles**

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

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<b>HALF-DAY (3 hours)</b>	<b>Main topics covered:</b> <ul style="list-style-type: none"><li>• outlining a document</li><li>• creating an automatic table of contents</li><li>• indexing a document</li><li>• creating and using master documents</li></ul> <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

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<b>HALF-DAY (3 hours)</b>	<b>Main topics covered:</b> <p>You can create forms in Word for data entry.</p> <ul style="list-style-type: none"><li>• using form fields</li></ul> <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"><li>• using fillin fields</li></ul> <p><i>Fillin fields automatically prompt the user. For example, "Please enter the employee name here:".</i></p>
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