

## Course Outline—**Microsoft Word Advanced**

Aims:	To enable users to take Microsoft Word further and to automate commonly used features
Pre-requisites:	Must have attended the Microsoft Word Introduction and Intermediate courses, or should have an extensive knowledge of the product
Duration:	One day

### **Fields**

The concepts of Word Fields  
Working with Fields

### **Taking Templates Further**

Using fields in Templates  
Inserting empty fields for user input  
Using the FILLIN field to aid user input  
Inserting ASK and REF fields  
Using the AUTOTEXTLIST field  
Inserting MACROBUTTON fields

### **Forms**

Concepts of a Form  
Inserting and deleting Form Fields

### **Document Protection**

Protecting a document as a Form  
Protecting Sections within a document  
Password protection on files

### **Bookmarks**

Defining and using Bookmarks  
Removing a Bookmark  
Showing and hiding Bookmarks

### **Graphics**

Inserting ClipArt  
Inserting graphics from another file  
Using graphics as watermarks  
Inserting Charts and Organisational Charts  
Manipulating Graphics

### **Customising the Screen**

Customising the default Toolbars  
Creating custom Toolbars  
Customising and creating Menu Bars

### **Introduction to Macros**

What is a Macro?  
Recording a Macro  
Assigning a Macro to a toolbar or menu  
Viewing the Macro Editor

taking **IT** further

