

BRIEF DESCRIPTION

This class will cover intermediate through advanced application skills, quickly enabling students to master the application and complete complex tasks.

PREREQUISITES

Understanding of the Windows operating environment, keyboard ability, and Word Intermediate.

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES

By the end of this class, you will be able to:

- Integrate Word with Other Programs
- Explore Advanced Graphics
- Build Forms
- Work with Charts & Diagrams
- Collaborate with Workgroups
- Customize Word

CLASS OUTLINE

Integrating Word with Other Programs:

Embedding an Excel Worksheet
Linking an Excel Chart
Embedding a PowerPoint Slide
Inserting a Word File
Importing a Table from Access
Managing Document Links
Merging with an Access Data Source

Exploring Advanced Graphics:

Insert Drop Caps
Edit Clip Art
Work with the Drawing Canvas
Use Layering Options
Align, Distribute, and Rotate Graphics
Use Advanced Positioning Options
Adjust shadow and 3-D Settings
Insert a Watermark and a Page Border

Building Forms:

Construct a Form Template
Add and Modify Text Form Fields
Add Drop-Down and check Box Form Fields
Use Calculations in a Form
Add Help to a Form
Insert Form Controls
Format and Protect a Form
Fill in a Form as a User

Working with Charts & Diagrams:

Create a Column Chart
Edit a Chart
Create a Pie Chart
Import Spreadsheet Data Into a Chart
Create a Diagram
Create an Organizational Chart
Modify an Organizational Chart

Collaborating with Workgroups:

Include Comments in a Document
Track Changes
Accept and Reject Changes
Create Document Versions
Compare Documents and Merge Changes
Use Find & Replace Options
Protect Documents

Customizing Word:

Create a Macro
Run a Macro
Edit a Macro in Visual Basic
Rename, Delete, and Copy Macros
Create a Custom Toolbar
Customize Menus
Modifying Options