

**Microsoft Word 2003 Advanced – Duration 1 day**

**Pre-requisites:** Delegates must be confident with using Windows, a mouse, and be experienced with topics covered in both the Word Introduction and Word Intermediate Courses.

**Aim:** By the end of this course you will be able to create an advanced Word document using all features available to you with the aid of notes.

**Objectives:** The following objectives will be covered in the course:

- Advanced Styles
- Form Templates
- Graphic Effects
- Large Documents
- Document Changes
- The Intranet

**Course Outline:**

- Advanced Styles**
  - The AutoFormat Feature
  - Linking Styles
  - Replacing Styles and Other Items
- Creating a Form Template**
  - Forms and Fields
  - Protecting and Using a Form Template
- Using Graphic Effects**
  - Working with Dropped Capital Letters (Drops Caps) and Watermarks
  - Inserting and Editing WordArt
  - Drawing in a Document
- Working with Large Documents**
  - Creating a Table of Contents
  - Footnotes and Endnotes
  - Bookmarks
  - Cross-References
  - Using a Concordance File to Index
  - Preparing to Print
- Managing Document Changes**
  - Using different Versions of a Document
  - Tracking Changes to a Document
  - Using Highlights and Comments
  - Comparing Similar Documents
- Preparing Word Documents for an Intranet**
  - Creating Hyperlinks using Bookmarks
  - Viewing and Editing a Web Page
  - Inserting Multimedia Elements into Your Web Pages