Goals and Objectives

Goals of this course

a. To introduce and develop the users understanding of some of the more complex features of Microsoft Word.

b. To give users the skills required to successfully complete the Advanced Word Processing ECDL module for syllabus 2.

Objectives of this course

After completing this course the user will be able to:

1. Create columns within documents;

2. Save a document with security settings;

3. Apply various paragraph formats and controls;

4. Use Find and Replace to find and replace special characters, paragraph marks and so on;

5. Create, modify and apply styles to text in a document;

6. Perform the following within tables : merge and split cells, sort the information in a table, perform simple calculations, convert tabbed text to a table and vice versa;

7. Add captions to tables and images within a document;

8. Use referencing within a document to create, edit and delete bookmarks, indexes and cross references;

9. Enter, edit and delete footnotes and endnotes;

10. Create and update a table of contents and figures;

11. Insert and format headers and footers in a document;

12. Insert page and section breaks;

13. Insert page numbers which do not begin on the first page of a document and change the format of these page numbers;

14. Entering field codes into a document. Locking and unlocking these field codes;

15. Create and protect forms;

16. Perform tasks within a mail merge such as sorting, editing and filtering the datasource and using the ASK and IF – THEN ELSE fields;

17. Embed and link data within a document;

18. Create, run and delete macros and assign a macro to an icon on a toolbar;

19. Use collaborative editing to track changes within a document and add comments to a document;

20. Compare and Merge documents;

21. Protect a document to only allow tracked changes;

22. Create Master documents, insert subdocuments, promote and demote headings;

23. Use the Automatic text formatting tools;

24. Apply Outline Numbering to a list;

25. Enter a watermark into a document;

26. Changing section margins, orientation etc within a document;

27. Use the AutoCorrect and the AutoText tools within Word.

All of these will be done using MS Word 2007.