



Detailed Course outline - Needs analysis

Contents

➤ Page Techniques

- ✓ Inserting A Cover Page
- ✓ Inserting A Blank Cover Page
- ✓ Inserting A Watermark
- ✓ Creating A Watermark
- ✓ Removing A Watermark
- ✓ Applying Page Colours
- ✓ Applying A Page Border
- ✓ Applying Lines To A Page

➤ Saving To PDF

- ✓ Understanding PDF
- ✓ Saving A Document As A PDF
- ✓ Viewing A PDF File

➤ Mail Merge Techniques

- ✓ Running A Saved Merge
- ✓ Excluding Recipients
- ✓ Filtering Recipients
- ✓ Sorting Recipients
- ✓ Selecting Another Data Source
- ✓ Applying An If...Then...Else... Rule
- ✓ Applying A Fill-In Rule

➤ Text Boxes

- ✓ Understanding Text Boxes
- ✓ Inserting A Preformatted Text Box
- ✓ Typing Text Into A Text Box
- ✓ Positioning A Text Box
- ✓ Resizing A Text Box
- ✓ Deleting A Text Box
- ✓ Drawing A Text Box
- ✓ Formatting A Text Box

➤ SmartArt

- ✓ Understanding SmartArt
- ✓ Inserting A SmartArt Graphic
- ✓ Inserting Text
- ✓ Adding Shapes Below
- ✓ Adding Shapes Above
- ✓ Adding Shapes Before And After
- ✓ Adding An Assistant
- ✓ Promoting And Demoting
- ✓ Switching Right To Left
- ✓ Positioning SmartArt
- ✓ Resizing SmartArt
- ✓ Applying A Different Layout
- ✓ Applying A Colour Scheme
- ✓ Applying A SmartArt Style
- ✓ Deleting SmartArt Shapes

➤ Building Blocks

- ✓ Understanding Building Blocks
- ✓ Inserting A Building Block
- ✓ Creating Building Blocks
- ✓ Saving Building Blocks
- ✓ Inserting Quick Parts
- ✓ Editing Building Blocks
- ✓ Deleting Building Blocks
- ✓ Saving Building Blocks To A Template
- ✓ AutoText Versus Quick Parts

➤ Bookmarks

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks
- ✓ Deleting Bookmarks

➤ Table Of Contents

- ✓ Understanding Tables Of Contents
- ✓ Inserting A Built-In Table Of Contents
- ✓ Navigating With A Table Of Contents
- ✓ Updating Page Numbers
- ✓ Updating A Table Of Contents
- ✓ Customising A Table Of Contents
- ✓ Formatting A Table Of Contents

➤ Indexing

- ✓ Understanding Indexing
- ✓ Marking Index Entries
- ✓ Creating An AutoMark File
- ✓ Marking Index Entries With An AutoMark File
- ✓ Removing Marked Entries
- ✓ Generating An Index
- ✓ Modifying The Index Format
- ✓ Updating An Index

➤ Fields

- ✓ Understanding Fields
- ✓ The Field Dialog Box
- ✓ Inserting A Document Information Field
- ✓ Setting Field Properties
- ✓ Showing And Hiding Field Codes
- ✓ Showing And Hiding Field Shading
- ✓ Inserting Formula Fields
- ✓ Inserting A Date And Time Field
- ✓ Updating Fields Automatically When Printing
- ✓ Locking And Unlocking Fields
- ✓ Applying A Number Format

➤ Interactive Fields

- ✓ Understanding Interactive Fields
- ✓ Inserting a FILLIN Field
- ✓ Typing Fields Codes
- ✓ Activating Interactive Fields
- ✓ Inserting An ASK Field
- ✓ Using REF To Display Bookmarks
- ✓ Activating Fields Automatically

➤ Master Documents

- ✓ Understanding Master Documents
- ✓ Creating A Master Document
- ✓ Creating Subdocuments
- ✓ Changing Master Documents Views
- ✓ Inserting Subdocuments
- ✓ Formatting A Master Document
- ✓ Editing Subdocuments
- ✓ Restructuring A Master Document
- ✓ Merging Subdocuments
- ✓ Deleting Subdocuments
- ✓ Unlinking Subdocuments
- ✓ Why Master Documents Are Misunderstood

➤ Tracking Changes

- ✓ Understanding Tracking Changes
- ✓ Enabling And Disabling Tracked Changes
- ✓ Changing Tracking Options
- ✓ Showing Revisions In Balloons
- ✓ Showing Revisions Inline
- ✓ Showing And Hiding Revisions
- ✓ Showing Specific Types Of Revisions
- ✓ Showing And Hiding The Reviewing Pane
- ✓ Accepting And Rejecting Changes

➤ Protecting Documents

- ✓ Understanding Document Protection
- ✓ Making A Document Read-Only
- ✓ Working With A Read-Only Document
- ✓ Restricting Formatting
- ✓ Working With Formatting Restrictions
- ✓ Restricting Editing
- ✓ Making Exceptions
- ✓ Stopping Document Protection



Microsoft Word 2007/2010

Level 3 - Advanced



Detailed Course outline - Needs analysis

➤ Electronic Forms

- ✓ Understanding Electronic Forms In Word
- ✓ Creating A Form
- ✓ Understanding Content Controls
- ✓ Displaying The Developer Tab
- ✓ Inserting Text Controls
- ✓ Setting Content Control Properties
- ✓ Inserting The Date Picker Control
- ✓ Inserting Prompt Text
- ✓ Inserting Formulas
- ✓ Inserting A Combo Box Control
- ✓ Inserting A Drop-Down List Control
- ✓ Protecting And Saving The Form
- ✓ Completing An Electronic Form
- ✓ Editing A Protected Form
- ✓ Deleting A Content Control

➤ Macros

- ✓ Understanding Macros In Word
- ✓ Setting Macro Security
- ✓ Saving A Document As Macro-Enabled
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Assigning A Macro To The Toolbar
- ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Editing A Macro
- ✓ Deleting A Macro
- ✓ Creating A MacroButton Field
- ✓ Copying A Macro
- ✓ Tips For Developing Macros

➤ Importing

- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing Linked Excel Data
- ✓ Importing And Embedding Excel Data
- ✓ Modifying Embedded Excel Data

➤ Concluding Remarks

Duration 1 Day

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