

MICROSOFT WORD EXPERT LEVEL COURSE

Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory, Intermediate & Advanced Level courses.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 7 - Drawing & Linking

- Using the Drawing Tools
- Using the WordArt Feature
- Linking Data & Graphs with other Microsoft Applications, i.e. Excel & PowerPoint
- Working with Hyperlinks
- Adding a Page Background
- Recording Macros and Assigning to a Button on the Toolbar

Module 8 - Creating Standard Forms

- Creating a Template, including Inserting Date & Time fields and the use of fill-in Fields
- Creating Forms with Specific Input Areas
- Automatically inserting information using fields, i.e. number of pages
- Document Protection