

Word Level 3

Audience	This course is appropriate for those who are experienced Word users. Students should know how to enter, edit, select, move, and copy text, create and edit text in columns using tables, set page margins and page breaks, apply styles, and insert headers/footers.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to increase students' skills using Word. The skills needed to perform mail merge, create macro procedures, use Word's workgroup editing features, use sophisticated table techniques, and use Word web tools are covered. Long document tools and a variety of other advanced features are available in appendices.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ create and use a data source and main document for mail merge,■ merge documents and troubleshoot errors,■ format and print merged mailing labels and envelopes,■ create and use a macro procedure,■ track and review document changes in a workgroup,■ route document changes to members of a workgroup via email,■ compare and merge documents,■ format tables with headings,■ convert text and tables,■ perform calculations in tables,■ create a web page from a Word document,■ format a web page and create hyperlinks,■ send email from Word.
Length	1 day
Beyond This Level	When you have successfully completed this class, the next class you should consider is Word Programming with VBA. An introduction to VBA, objects, and the Word object model will be discussed. Students will also learn to write VBA code, use forms, procedures, functions, control structures, and debugging techniques. Basic and advanced macro features are also covered.

I. Mail Merge

- A. Using Mail Merge
- B. Identifying the Main Document
- C. Creating the Data Source

- D. Identifying Fields in the Main Document
- E. Merging Documents
- F. Selecting and Sorting Records
- G. Creating Mailing Labels and Envelopes



- H. Creating a Directory
- I. Inserting Word Merge Fields

II. Creating and Using Macro Procedures

- A. What is a Macro Procedure?
- B. Recording and Running a Macro
- C. Assigning a Macro Shortcut
- D. Editing a Macro

III. Workgroup Editing

- A. Inserting Comments
- B. Tracking Document Changes
- C. Reviewing Document Changes
- D. Comparing and Merging Documents
- E. Creating Multiple Versions of a Document
- F. Protecting Documents
- G. Routing Documents

IV. Advanced Table Techniques

- A. Advanced Table Formatting Concepts
- B. Creating Headings and Captions
- C. Positioning Tables
- D. Organizing Information in a Table
- E. Creating Decimal Tabs in Table Cells
- F. Calculating Numbers in Tables
- G. Converting Text and Tables
- H. Using Table AutoFormat
- I. Importing an Excel Worksheet

V. Word Web Tools

- A. Using the Web Toolbar
- B. Using E-mail

- C. Working with Hyperlinks
- D. Transferring Files on the Web
- E. Creating a Web Page
- F. Formatting the Web Page
- G. Inserting Graphic Elements
- H. Using Graphics in a Web Page

Appendix A - Working with Long Documents

- A. Creating a Table of Contents
- B. Updating a Table of Contents
- C. Generating an Index
- D. Creating Footnotes and Endnotes
- E. Inserting Cross References and Bookmarks
- F. Using File Properties

Appendix B - Using Fields for Data Entry

- A. What are Fields?
- B. Inserting Fields
- C. Locking and Unlocking Field Codes
- D. Inserting Information with Fields
- E. The Fill-in Field
- F. The Ask Field

Appendix C - Miscellaneous Advanced Topics

- A. Creating a Form
- B. Inserting Graphics
- C. Editing and Formatting Graphics
- D. Creating a Graphic Caption
- E. Creating & Modifying Drawing Objects
- F. Changing the Background Color
- G. Adding a Watermark
- H. Creating a Chart
- I. Creating a Diagram
- J. Using AutoSummarize