

**MICROSOFT WORD 2003 PART III****1 DAY**

This course will benefit those who need to create printed and online forms and those who work with large documents. The Mail Merge section is taken from a dedicated ½ day course and covers all you need to successfully run and save merge files. Those who have completed both this course and the Part II will now have a good knowledge of Macros and will have accumulated a number of useful examples. On completion of the course, it is hoped that the attendees will have a good understanding of some of Words more powerful features.

**Unit 1 – Mail Merging**

- Merge Demonstration
- The Merge Helper
- Create a Standard Letter
- Working With a Data Source
- Creating a Data Source
- Editing a Data Source
- Running The Merge
- Query Options
- AND & OR Logic
- Print Options

**Unit 2 –Working With Forms**

- Creating Printed and Electronic Forms
- Recap of Templates
- Insert & Format a Table
- Insert Form Fields
- The Forms Toolbar
- Adding Text Boxes, Check Boxes & Drop Down Form fields
- Field Options
- Form Protection

**Unit 3 – Working With Large Documents**

- Master Documents & Sub Documents
- Footnotes & Endnotes
- Working in Outline View
- Indexes
- Bookmarks & Cross-References

**Unit 4 - Document Revision**

- Track Changes
- The Reviewing Toolbar
- Display Options
- Accepting & Rejecting Changes
- The Reviewing Pane

**Unit 5 – More on Macros**

- Some Considerations When Planning a Macro
- Recap On Recording Macros
- Assigning Macros To Icons & Custom Command Buttons
- Customising Word's Menu Structure
- Creating Customer Menus
- Making Macros Available to All Documents
- Editing Macros
- Intro to Visual Basic
- A Look At The Visual Basic Editor
- Editing a Macro Using The VB Editor
- Saving The Macro

NB: This section only starts to explain what Visual Basic is; no prior Programming knowledge is required to attend, as the course stops short of VB Programming concepts.