

MICROSOFT WORD ADVANCED

PROGRAM OVERVIEW:

This course will build on the skills learned in the introductory and intermediate WORD courses, and is designed for the experienced WORD user. The techniques presented will enable the student to customize their workplaces, work more efficiently, and create documents with an enhanced appearance. Styles, templates, forms, graphics, macros, and document control will be covered.

COURSE OUTLINE:

- I. Advanced styles functions
 - Using AutoFormat options
 - Linking styles
 - Managing styles
- II. Creating, formatting, and enhancing templates
- III. Creating forms
 - Adding form fields, drop-down lists, and check boxes
 - Using WordArt
 - Using macros to update form fields
- IV. Using graphic effects
 - Drawing in a document
 - Inserting, sizing, and editing pictures
 - Creating an Organization chart
- V. Creating a report
 - Working with a master document and subdocuments
 - Table of contents and table of figures
- VI. Controlling document layout
- VII. Formatting a document for binding
- VIII. Using annotations, revisions, and passwords
- IX. Creating a custom toolbar and selecting defaults

**Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus**

**Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training
to register for this computer workshop.**