

Word Advanced Techniques (Modules 7-12)

7 Styles

- ◆ Applying and displaying styles
- ◆ Create a custom style
- ◆ Modify and delete a style
- ◆ Using styles to create document outlines
- ◆ Working with templates

8 Graphic Effects

- ◆ Working with ClipArt
- ◆ Working with WordArt
- ◆ Inserting Pictures
- ◆ Using the Drawing Tools
- ◆ Managing text and graphics

9 Forms & Tracking Changes

- ◆ Working with form fields
- ◆ Using different versions of a document
- ◆ Using highlights and comments in a document
- ◆ Tracking changes in a document

10 Managing Long Documents

- ◆ Creating a table of contents
- ◆ Creating an index
- ◆ Using footnotes and endnotes
- ◆ Creating and Using bookmarks
- ◆ Creating cross-references

11 Macros

- ◆ Recording and running macros
- ◆ Editing macros
- ◆ Customising your toolbars to run macros

12 Word and the Web

- ◆ Using Word to create a web page
- ◆ Using web page themes
- ◆ Creating and following hyperlinks
- ◆ Inserting multimedia elements into your web pages