



Word III

Where: Human Resources Computer Room

Core Course Sessions:

- February 14th, 2008 (Trimester 1)
- June 11th, 2008 (Trimester 2)

Please Note: You may take this course as part of the SOAR TECHNOLOGY certificate program. This course may also be available to non-certificate participants as an independent module.

COURSE GOAL: Provide the competent Word user with skills to utilize the advanced features.

LEARNING OBJECTIVES:

Students will be able to:

- Manage Large Documents
- Create Tables of Contents, Figures, Indexes
- Create Macros
- Customize Word

KEY TOPICS:

I. Adding Graphics and Emphasizing Text

- A. Inserting and Sizing Graphics
- B. Creating 3-Dimensional Art
- C. Creating a Watermark
- D. Work with WordArt

II. Organizing a Document with Outlining

- A. Working in Outline View
- B. Formatting Styles
- C. Promoting and Demoting Headings
- D. Viewing specific parts of the Outline
- E. Moving blocks of text in an Outline

III. Working with Master and Subdocuments

- A. Creating a Master Document
- B. Inserting, Deleting, and Merging Subdocuments

IV. Changing Options

- A. View options
- B. General options
- C. Edit options
- D. Spelling options
- E. Autoformat options
- F. Save options
- G. Customizing the Menus, Keyboard Shortcuts and Toolbars

V. Creating Tables

- A. Creating Tables of Contents, Index, Figures
- B. Marking Index Entries

VI. Cross-References, Captions, and Bookmarks

VII. Annotating and Revising

- A. Tracking revisions

VIII. Using Macros

STUDENT SELF ASSESSMENT:

Yes	No	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use Outlines
<input type="checkbox"/>	<input type="checkbox"/>	Create Macros
<input type="checkbox"/>	<input type="checkbox"/>	Customize Word
<input type="checkbox"/>	<input type="checkbox"/>	Create Master and Subdocuments
<input type="checkbox"/>	<input type="checkbox"/>	Use Paragraph Styles
<input type="checkbox"/>	<input type="checkbox"/>	Compare Revisions
<input type="checkbox"/>	<input type="checkbox"/>	Give a picture or table a Caption
<input type="checkbox"/>	<input type="checkbox"/>	Create a Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	Use Bookmarks
<input type="checkbox"/>	<input type="checkbox"/>	Use the Office Art Toolbar

If you answered "NO" to three or more of these questions, you should attend this class.