

Word Level 3

Course Description

Students will learn advanced skills with Microsoft Word. Students will learn how to perform mail merges, create and use forms, and create master documents and other long documents containing such references as indexes, footnotes, bibliographies and tables of contents. Students will also learn how to create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

Prerequisites

Word Level 1 and Level 2 or equivalent knowledge.

Study Methods

Flexible Learning or Group Training.

What Next?

Word Level 3 is the final course in this series. Students wanting a formal qualification should consider taking OCR examinations.

Course Content

Lesson 1: Mail merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

Lesson 2: Objects and backgrounds

- Objects
- Document backgrounds

Lesson 3: Forms

- Form fields
- Form protection
- Sharing and securing documents

Lesson 4: Macros

- Recording and running macros
- Modifying and deleting macros

Lesson 5: Toolbar and keyboard customization

- Customizing the Quick Access toolbar
- Customizing keyboard shortcuts

Lesson 6: Long documents

- Master documents
- Tables of contents and figures
- Indexes, bibliographies, and other references
- Bookmarks and cross-references
- Web frames

Lesson 7: XML features

- Working with XML