



Microsoft Word 2002: Advanced

Course length: 1 day

Course Description

Overview: You know how to use Microsoft Word to create and format documents and newsletters. In this course, you'll learn how to use Word to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating.

Is there someone at your workplace to whom everyone goes when they have questions about a particular topic? You've learned the basics in Word and you can already use Word to create almost any document you want. But if you've ever wanted to go beyond the basics and become the person in your workplace that everyone considers to be the Word expert, then this is the course for you.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Word 2002: Level 1*
- *Word 2002: Level 2*

Delivery Method: Instructor-led.

Target student: This course is designed for someone who has extensive computer and Internet experience and wants to learn the more advanced features of Word 2002. It is also intended for those preparing to pursue certification as Microsoft Office User Specialists (MOUS) in Word.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create and distribute a form.
- Automate tasks by writing and revising macros.
- Create references to information in a document.
- Prepare a document for publication.
- Revise documents based on feedback provided by other users.
- Modify an HTML page in Word.