Word 2000: Advanced level 3

Course length: 1 day
Prerequisites: Windows 95/98/NT 4.0 Introduction; Word 97/2000: Levels 1 and 2, or equivalent knowledge.

Upon successful completion of this course, students will be able to use advanced techniques for working with styles, create and use templates and forms, enhance documents by drawing in a document and using clip art and WordArt, manage long documents by adding a table of contents, an index, bookmarks, cross-references, and odd and even headers and footers, and by adjusting margins for document binding; manage document changes by creating different versions of a document, tracking document changes, adding comments, and accepting or rejecting document changes; and prepare a document for an intranet by inserting hyperlinks, sound, a movie clip, and scrolling text into a web page.

Course content:

Lesson 1: Advanced Styles
- The AutoFormat feature
- Linking styles

Lesson 2: Creating a Form Template
- Forms and fields
- Protecting and using a form template

Lesson 3: Using Graphic Effects
- Working with dropped capital letters and clip art
- Inserting and editing WordArt
- Drawing in a document

Lesson 4: Working with Large Documents
- Creating a table of contents
- Footnotes and endnotes
- Bookmarks
- Cross-references
- Using a concordance file to index
- Preparing to print

Lesson 5: Managing Document Changes
- Using different versions of a document
- Tracking changes to a document
- Using highlights and comments
- Comparing similar documents

Lesson 6: Preparing Word Documents for an Intranet
- Creating hyperlinks
- Viewing and editing a Web page
- Inserting multimedia elements into your Web pages