

# Word 2002 (XP) Advanced

## *1 day course*

### **Overview**

Students will gain the skills needed to create and use forms, macros, and document references, and to revise documents and edit Web pages in Word 2002.

### **Prerequisites**

Windows Introduction, Word 2002 Introduction, and

### **Benefits**

Students will learn how to create forms, work with large documents, share documents, and prepare documents as Internet web pages.

### **Target student**

A user who has worked with >Word and has experience of creating and formatting basic documents and tables.

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## **Course Content:**

### **Creating a Form**

- Create a Form Template
- Insert Fields in a Form Template
- Protect a Form
- Test the Form
- Automating Tasks

### **Automating Tasks**

- Run a Macro
- Record a Macro
- Edit a Macro
- Add Toolbar Buttons
- Create Custom Menus

### **Referencing Document Information**

- Set Bookmarks
- Insert Footnotes and Endnotes
- Add Captions to Figures
- Create Cross-References
- Create a Master Document
- Compile a Table of Contents
- Generate an Index

### **Revising Documents**

- Create Document Versions
- Distribute a Document
- Track Changes to a Document
- Review Document Changes

### **Modifying Web Pages**

- Edit an HTML Page in Word
  - Insert Scrolling Text
  - Place a Movie Clip in a Web Page
  - Insert a Background Sound
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