

## Advanced Tools in Word

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Word has many tools that can make office work more manageable. Here are some of the tools:

- Track changes as you make them in a document and others can accept or reject those changes using the reviewing toolbar
- Create a table of contents by applying styles to text and then inserting an automated table of contents that can easily be updated with the press of a function key
- Sort text by multiple fields whether it is in paragraph or table form
- Break a document into sections and customize headers or footers for each section
- Create a macro which records keystrokes and run the macro to play the keystrokes

## Course Length

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8 hours

## Course Objectives

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1. Know how to utilize the reviewing toolbar to track changes in a document
2. Know how to create character and paragraph styles to automate text formatting
3. Know how to create and insert a table of contents
4. Know how to sort text in paragraphs, text with tabs, and tables
5. Know how to insert and customize page borders
6. Know how to create and run a macro

## Course Lessons

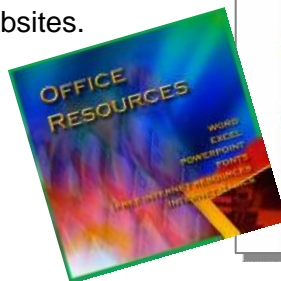
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- Track Changes in a Document
- Compare and Merge Documents
- Apply Styles in a Document
- Create a Table of Contents
- Sort Text in Paragraphs and Tables
- Break a Document into Sections
- Apply Page Borders
- Create a Macro

## Course Materials Supplied

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- **Course Booklet**  
Every participant receives a booklet that contains course notes and a listing of Internet resources,
- **Free CD**  
Contains Word resources such as Templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.



Best Websites for Word Resources	
<b>Free Tutorials</b>	
<a href="http://www.gcflearnfree.org/">http://www.gcflearnfree.org/</a>	<b>GFC Global Learning</b> Nice website with resources for most versions of Word and other Microsoft Software. Offering free, beginning computer courses and other learning opportunities worldwide in English and Spanish.
<a href="http://www.uwec.edu/help/">http://www.uwec.edu/help/</a>	<b>University of Wisconsin EauClaire</b> Great website. Covers quite a few topics for most of the Microsoft products (Word, Excel, PowerPoint) as well as other software.
<b>Free Online Classes</b>	
<a href="http://www.hplearningcenter.com/">http://www.hplearningcenter.com/</a>	<b>Hewlett-Packard Business Online Classes</b> Free classes. The <b>instructor-led online courses</b> are available 24/7.
<b>Free Templates</b>	
<a href="http://office.microsoft.com">http://office.microsoft.com</a>	<b>Microsoft.com</b> Click the Search box at top of web page and then click on Templates. There are templates for all of the Microsoft