

# ***Training Course Specification***

**Course:** **Microsoft Word v2000 Advanced**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** This course is designed for users of Word (any version) who want to go beyond intermediate tasks. It will give delegates skills in handling complex documents and advanced word processing features.

**WHO SHOULD ATTEND:** Word users concerned with long and/or complex documents and advanced page layout needs.

**EXPERIENCE NEEDED:** Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

## **COURSE CONTENTS:**

### **1:Creating and Using Columns**

Using Maths in a Table.  
Creating and Using Side-by-Side Paragraphs.  
Creating Snaking Columns.  
Using Snaking Columns.  
Placing a Dropped Capital.

### **2:Outlining**

Creating a Table of Contents.  
Editing a Table of Contents.  
Revision Marking.  
Sorting Text and Numbers.

### **3:Table of Contents, Tracking Changes and Sorting**

Creating a Table of Contents.  
Editing a Table of Contents.  
Tracking Users' Changes.  
Sorting Text and Numbers.

### **4:Laying out a Document**

Indexes and Concordance Files  
Create a Concordance File  
Create an Index  
Outline an Existing Document  
Inserting Comments  
Place Captions on Figures and Tables  
Using Citations in a Document  
Footnotes and Endnotes  
Headers and Footers

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