

**MICROSOFT WORD 2003 PART III(a)****1 DAY**

This course will benefit those who need to create mail merges and those who work with languages and international characters regularly. The Autotext section explains how to auto-enter lists that you regularly use and the merge sections cover the basics, as well as creating a merge with a users Outlook contacts. On completion of the course, it is hoped that the attendees will have gained a good understanding of some of the more advanced features of Word.

**Unit 1 – Mail Merging**

- Merge Demonstration
- The Merge Helper
- Create a Standard Letter
- Working With a Data Source
- Creating a Data Source
- Editing a Data Source
- Running The Merge
- Query Options
- AND & OR Logic
- Print Options

**Unit 1a - Merging using Outlook Contacts**

- Setting Up the Standard Document
- Selecting Recipients
- Inserting Merge Fields
- Preview the Merged Document
- Finalise the Merge

**Unit 2 –Using Foreign Characters and Keyboards**

- Accessing Non Standard Keyboard Characters
- Special Characters Tab
- Accented Letters
- The Character Map
- Shortcut Keys
- Using AutoCorrect
- Installing Another Keyboard Layout

**Unit 3 – AutoText Entries**

- Creating AutoText Entries
- Modifying an Entry
- Deleting Entries
- Printing AutoText Entries
- Assigning AutoText Entries to a Specific Template
- The AutoText Toolbar

**Unit 4 – Entering Equations**

- The Equation Toolbar
- Modifying Existing Equations
- Styles
- Numbering Equations

NB: This is a specialist feature that may be more suited to Excel users.

**Unit 5 – More on Macros**

- Signing Your Own Macro
- Some Considerations When Planning A Macro
- Recap On Recording Macros
- Assigning Macros To Icons & Custom Command Buttons
- Customising Word's Menu Structure
- Creating Customer Menus
- Making Macros Available to All Documents
- Editing Macros
- Intro to Visual Basic