

MICROSOFT Word 98

Macintosh Level 2 - Advanced

By the end of this course you will be able to: Create styles, add section breaks, create and link text boxes, use the auto features in word, customize toolbars, menus and shortcuts, use mail merge, import and create graphics, use outline view and create macros.

Upon Completion of this course students will be familiar with and have skill to:

Using Styles

- Paragraph Styles
- Redefining a Style
- Character Styles

Using Templates

- Creating a Document from a Template
- Adding Styles to Word Templates

Editing/Formatting Tricks

- The Replace Command
- Page Breaks and Section Breaks
- Drop Caps

Using Text Boxes

- Creating Text Boxes
- Formatting Text Boxes
- Formatting Text Within Text Boxes
- Creating Linked Text Boxes

Import Graphics

- Inserting and Positioning Graphics
- Wrapping Text Around Graphics

Automatic Features

- Inserting Dates and Times
- Using AutoCorrect
- Using AutoText
- Using AutoFormat

Customizing Word

- Customizing Toolbars
- Customizing Menus
- Customizing Keyboard Shortcuts
- Setting Word Preferences

Mail Merge

- The Data Document
- The Main Document
- Merging the Data and Main Documents
- Using and IF statement
- Mailing Labels

Outlining

- Creating a Document in Outline View
- Organizing in Outlining

Macros

- Creating a Macro
- Running a Macro

Drawing n Word

- Using Word's Drawing Tools
- Editing and Formatting Graphics

