

Word 97 Advanced

Prerequisites:

This course is designed for students who has extensive experience with computers and Internet and needs to learn the advanced features of Word 97. We recommend you first take a Windows class, Word 97 Level One, and Word 97 Level Two before Word 97 Advanced.

Course Content

Lesson 1: Advanced Styles

- Using the AutoFormat Feature
- Linking Styles
- Managing Styles

Lesson 2: Creating Templates and Forms

- Examining Templates
- Creating and Enhancing a Template
- Creating a Form

Lesson 3: Using Graphics Effects

- Drawing a Master Document
- Working with Clip Art and Graphic Effects
- Using WordArt

Lesson 4: Working with Large Documents

- Creating a Master Document
- Generating an Index
- Preparing to Print

Lesson 5: Document Layout

- Using Sections to Control Layout
- Formatting a Document for Binding
- Creating Footnotes and Endnotes
- Using Bookmarks
- Creating Cross-References

Lesson 6: Sharing Documents

- Routing a Document
- Using Highlights and Comments
- Creating, Comparing, and Merging Multiple Versions of Documents