

Word 2002 - Advanced	
Overview	Students will learn further concepts and skills for using Word 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  Word 2002: Intermediate, or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> <li>• Use the Mail Merge Wizard to create form letters, add fields to a form letter, use data source files to sort and query data, and create mailing labels.</li> <li>• Create, modify, protect, and use forms.</li> <li>• Create a master document, table of contents, table of figures, endnotes and footnotes, index, bookmarks, and cross-references in documents.</li> <li>• Track changes in a document; create, save, and compare document versions; and insert, edit, and delete comments.</li> <li>• Record and run basic macros to automate tasks, create and delete custom menus and toolbars, and add buttons to toolbars.</li> </ul>

## Topics covered in the comprehensive manual

### Creating form letters and addressing envelopes

Using the Mail Merge Wizard  
Using data source files  
Merging addresses into mailing labels

### Working with forms

Creating forms  
Exploring form field data types  
Modifying forms  
Protecting forms

### Working with large documents

Creating master documents and table of contents  
Using endnotes and footnotes  
Creating indexes  
Working with bookmarks and cross-references

### Managing document revisions

Tracking changes in a document  
Comparing document versions  
Adding comments and highlighting

### Automating actions with macros

Recording and running macros  
Editing macros  
Using macros in forms  
Creating and deleting custom menus  
Creating and deleting custom toolbars

### Appendix A: Encrypting documents

Using digital signatures  
Web discussions

### Appendix B: MOUS exam objectives map

Core exam objectives  
Expert exam objectives