

MS Word 3: Working with Fields in Word

Based on SAQA's Unit Standard 116942, NQF Level 3, 3 Credits and US 258898, NQF Level 3, 7 Credits

Introduction

This course is specifically designed for the creation, editing and distribution of dynamic documents that contain reference fields and automatically updating entries. Go beyond the basics of word processing to enhance your Word documents with advanced components such as tables, charts, customised formats and graphics. Produce attractive and effective documents with less time and effort than ever before.

Course Outline

- Working with styles and templates
- Managing large documents
- Numbering large documents
- Master Documents
- Mail Merge Wizard
- Mail Merge Tools
- Merging an Email Message
- Getting started with the Visual Basic Editor
- Programming Basics
- Word Objects
- Control Structures
- Forms
- Recording a Macro