

Module 1 – Advanced Templates

- Purpose of a Template
- Types of Templates
- Using Templates
- Attaching a Template to an Existing Document
- Creating New Templates
- Using Field Codes
- Updating Fields

Module 2 – Creating Forms

- Modifying Templates
- Placing Text Form Fields
- Setting Form Field Options
- Protecting and Using the Form
- Drop-down fields and Check Box Fields

Module 3 – Master Documents

- What are Master Documents
- Creating a Master Document
- Adding and Removing Subdocuments
- Managing Master Documents
- Tables and Indexes
- Headers, Footers, and Page Numbering
- Formatting Master Documents
- Converting an Existing Document to a Master Document

Module 4 – Advanced Mail Merge

- The Merge Setup
- Attaching to an Access Database
- Setting Rules
- Completing the Merge

Module 5 – Word Macros

- What is a Macro
- Recording Macros
- Saving
- Assigning Macros to Buttons and Shortcut Keys
- Editing Macros