
Word Module III: Forms, Merges, and Macros

This instructor-led course presents the forms creation, mail merge, and macro concepts of Word. Students will be introduced to Word features and the steps required to use the features correctly. The Learning Guide includes an exercise CD containing the exercise files used in class.

Course Length: 1 day

Prerequisites: Basic knowledge of Word

What's in Word: Forms, Merges, and Macros?

This course teaches students how to insert form fields and modify forms, create help messages, use online forms, sort information, create mail merge data sources and main documents, create form letters and mailing labels, and use macros.

Why do I need Word: Forms, Merges, and Macros?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Word features.
- ✓ Provides hands-on experience using Word.

Course Outline**Lesson 1: Mastering Form Basics**

- ✓ Creating Basic Forms
- ✓ Saving Forms as Templates

Lesson 2: Inserting Form Fields

- ✓ Inserting Text Form Fields
- ✓ Inserting Check Box Form Fields
- ✓ Inserting Drop-Down Form Fields

Lesson 3: Modifying Forms

- ✓ Formatting Text, Rows, and Columns
- ✓ Enhancing Tables in Forms
- ✓ Protecting Forms

Lesson 4: Creating Help Messages

- ✓ Creating Status Bar Help Messages
- ✓ Creating Help Window messages

Lesson 5: Using Online Forms

- ✓ Entering Data into Online Forms
- ✓ Updating Calculation Form Fields

Lesson 6: Sorting Information

- ✓ Sorting Paragraphs
- ✓ Sorting Information in Columns
- ✓ Sorting Information in Tables

Lesson 7: Creating Data Sources and Main Documents

- ✓ Creating Data Sources
- ✓ Creating Main Documents

Lesson 8: Creating Form Letters

- ✓ Viewing Merged Data Records in a Main Document
- ✓ Sorting and Merging Records to Create Form Letters
- ✓ Merging Ranges of Data Records

Lesson 9: Creating Mailing Labels and Using Alternate Data Sources

- ✓ Creating Mailing Labels
- ✓ Sorting and Merging Mailing Labels
- ✓ Using Alternate Data Sources

Lesson 10: Using Macros

- ✓ Creating Macros
- ✓ Running Macros
- ✓ Editing Macros
- ✓ Copying, Renaming, and Deleting Macros