

## WORD 2013: LEVEL 3

Available Dates: **Jan 16, Feb 19, Mar 20, Apr 18, May 17, Jun 17**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

This ILT Series course covers advanced skills and concepts students need to use Microsoft Word productively and efficiently. Students will learn to add interactive elements such as forms and content from other applications, and to save a file as a web page. Then they will learn how to use document references such as citations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. In addition, students will learn to record and copy macros, to create and modify VBA modules, and to control Word objects in the Visual Basic Environment. Finally, students will learn the fundamentals of VBA programming through creating control structures, designing VBA forms, and debugging programs.

#### Course Outline:

Unit 1: Document interactivity

Topic A: Creating forms

Topic B: Inserting objects and charts

Topic C: Web pages

Unit 2: Document references

Topic A: Tables of contents and captions

Topic B: Indexes, bibliographies, and footnotes

Unit 3: Working efficiently

Topic A: Customizing the ribbon

Topic B: Building Blocks

Topic C: Master documents

Unit 4: Macros and VBA fundamentals

Topic A: Simple macros

Topic B: Visual Basic for Applications

Topic C: Modifying and creating macros

Topic D: Word objects

Unit 5: VBA programming

Topic A: Control structures

Topic B: VBA forms

Topic C: Debugging and error handling