

Microsoft Office 97: Word 97 for Power Users

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How to Use the Course

To start the course

If you are using the course completely independently and you have to install it for yourself, consult the section "Installation Procedure" in this manual.

Normally, the course will have been installed for you, and all you will have to do is start it up.

First turn on your computer.

Make sure you know which drive the course is installed on. (The course administrator or whoever is in charge of the installation should be able to tell you. It is normally installed on the C: drive or on your LAN.)

Run windows, open the appropriate CBT group and then select the course.

All you have to do now is follow the instructions on screen.

If the Student Registration system is in place

Type your user-number. This will be supplied by whoever is administering the course. You may also be asked to type a password. This will be supplied by your course administrator.

If the Student Registration system is not in place

Type 0 when you are asked for your user-number.
This will take you straight to the main menu screen.

If the Self Registration system is in place

If you have not been allocated a user-number, type *self*.
You will then be prompted to enter your name and whatever number you choose.
Your user-number will then be created for you, and any time you re-enter the course, you should enter this user-number.

Main menu/course map

When you first enter the course, you will be presented with the course map, which also functions as the course menu, with course units listed.

To see the topics menu for any unit, click that unit. To see the topics menu for another unit, there is no need to close the current topics menu: simply click the relevant unit in the list of course units to replace the current topics list with the required topics list.

Double-click any topic to enter the unit at the start of that topic.

Double-click any screen number to enter the unit at the start of that particular screen.

| Option button | Keypress | Action |
|---------------------|----------|---|
| <u>B</u> ookmark | Alt + b | Takes you back to the start of the screen you were in when you last left the course (only active if you have been into the course before) |
| <u>T</u> est | Alt + t | Takes you to the test menu |
| <u>P</u> rogress | Alt + p | Shows parts of the course accessed and your test score (if applicable) |
| <u>G</u> lossary | Alt + g | Takes you to the course glossary |
| <u>O</u> K | Alt + o | Takes you into the course at the topic or screen selected |
| <u>C</u> lose | Alt + l | Takes you back to the point in the course where you chose the Navigate option (only active if you have entered the course map from the Navigate option in the course) |
| <u>E</u> xit course | Alt + x | Takes you out of the course |

Course screens

Unit aim and objectives screen

| Option button | Keypress | Action |
|---------------------|----------|---|
| <u>O</u> bjectives | Alt + o | Displays objectives |
| <u>E</u> xit course | Alt + x | Takes you out of the course |
| <u>H</u> elp | Alt + h | Takes you to the course help |
| <u>N</u> avigate | Alt + n | Takes you to the course map, from where you can navigate through the course |
| <u>F</u> ootnote | Alt + f | Not active on this screen |
| <u>S</u> tep back | Alt + s | Not active on this screen |
| <u>C</u> ontinue | Alt + c | Takes you to the first screen of the course |
| <u>C</u> lose | Alt + l | Closes the objectives window |

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Unit summary screen

| Option button | Keypress | Action |
|---------------------|----------|---|
| <u>S</u> ummary | Alt + s | Displays full summary for the unit |
| <u>E</u> xit course | Alt + x | Takes you out of the course |
| <u>H</u> elp | Alt + h | Takes you to the course help |
| <u>N</u> avigate | Alt + n | Takes you to the course map, from where you can navigate through the course |
| <u>F</u> ootnote | Alt + f | Not active on this screen |
| <u>S</u> tep back | Alt + s | Not active on this screen |
| <u>C</u> ontinue | Alt + c | Takes you to the course map |
| <u>C</u> lose | Alt + l | Closes the full summary |

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Regular course screen

| Option button | Keypress | Action |
|---------------------|----------|---|
| <u>E</u> xit course | Alt + x | Takes you out of the course |
| <u>H</u> elp | Alt + h | Takes you to the course help |
| <u>N</u> avigate | Alt + n | Takes you to the course map, from where you can navigate through the course |
| <u>S</u> tep back | Alt + s | Displays the previous block of text along with its graphic. Clicking repeatedly on this button allows you to backtrack to the start of the current screen |
| <u>F</u> ootnote | Alt + f | Displays extra text relevant to the point you are at in the course (active only when a footnote is available) |
| <u>C</u> ontinue | Alt + c | Takes you forward through the course, by bringing up the next piece of text, graphic or question |

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Simulation screen

| Option button | Keypress | Action |
|---------------------|------------------|---|
| <u>E</u> xit course | Ctrl + shift + x | Takes you out of the course |
| <u>H</u> elp | Ctrl + shift + h | Takes you to the course help |
| <u>N</u> avigate | Ctrl + shift + n | Takes you to the course map, from where you can navigate through the course |
| <u>S</u> kip task | Ctrl + shift + s | Allows you to bypass tasks |
| <u>C</u> ontinue | Ctrl + shift + c | Takes you forward through the course, by bringing up the next piece of text, graphic, question, or task |

Question window

| Option button | Keypress | Action |
|----------------|---------------------|---|
| <u>O</u> K | Alt + o or Enter | 1. Confirms choice 2. Closes question window after feedback |
| <u>C</u> ancel | Alt + c | Takes you forward to correct answer |
| <u>H</u> elp | Alt + h | Shows question help |
| <u>H</u> int | Alt + i | Provides a hint to help you to answer the question |
| <u>R</u> edo | Alt + r | Undoes any attempt you have made at the question and allows you to start again (only available before you choose OK to complete the question) |

Test question window

| Option button | Keypress | Action |
|-------------------|---------------------|---|
| <u>O</u> K | Alt + o or Enter | 1. Confirms choice 2. Closes question window after feedback |
| <u>R</u> edo | Alt + r | Undoes any attempt you have made at the question and allows you to start again (only available before you choose OK to complete the question) |
| <u>H</u> elp | Alt + h | Shows question help |
| <u>S</u> tatus | Alt + s | Tells you how much of the test you have completed and gives your percentage score so far |
| <u>E</u> xit Test | Alt + x | Allows you to abandon the test. In this case, your score so far will be discounted |

Questions and Tasks

As you work through the course, you will find that presentation of material is constantly tempered by questions.

Some questions are asked in order to check that you have understood a point you learned earlier in the course. But more often, you are asked discovery questions. These are questions that you may not know the answers to. This is part of our teaching technique and is a strategy for drawing you into active participation in your own learning.

Discovery questions are there not to test you but to provide you with the opportunity to enter into dialog with the course. They are asked in a spirit of involvement, nudging you towards conclusions, helping you to make connections. Instead of being a passive recipient of snippets of narrative, you are asked to take an active part, attempting to work out for yourself how you think the narrative will unfold. For this reason, you should not feel intimidated by these questions, or feel that you should be able to answer them all. If you answer a question incorrectly, that is not a mark of failure; look on it simply as an opportunity to learn the right answer.

In addition, the course may include simulations, where you are invited to practice using the application by completing a series of tasks. If you complete a task correctly, you will not normally be given feedback, but your action will simply have the result it would have in a real application environment. If you do not complete the task successfully, you will either be invited to try again, or the task will be completed for you.

Taking the Test

The test is presented in two formats: you can take a course test, where you are tested on the contents of the whole course; or there may also be individual unit tests.

We recommend that you should follow the course and then take the course test. The test results indicate which units if any you need to review. We suggest that you should review the recommended units, and then take the appropriate unit tests (if available). You could also repeat the full course test if you wish.

The course test can also be used as a pre-course test. If you feel you are reasonably proficient in the course material, you could test your skills by taking the course test before you follow the course. The results may indicate that you should take the whole course, or that you should concentrate on particular units. Again, if you decide to concentrate on particular units, you can test your knowledge of these units afterwards by taking the unit test.

In any case, it is not recommended that you follow a unit and then take the unit test immediately. It is better to allow a time lapse, and perhaps to take a group of unit tests together.

To take the test, click the option button **Test** at the foot of the Course Map screen. You will be presented with a menu, from where you can choose the test you require.

The first option on this menu is **Full Course Test**. If you choose this option, you will be taken into a test consisting of a large number of randomly generated questions ranging over the content of the whole course. Because the questions are randomly generated, you may take the full course test more than once without being presented with the same selection of questions.

Alternatively, you may choose to be tested on any individual unit, simply by selecting that unit from the test menu. Note that the questions in the unit-based tests are not randomly generated, so if you repeat any unit test, you will be asked the same series of questions.

Although the questions in the test look much like questions in the course, it is important to realize that they serve a different function - that of assessing your assimilation of material covered in the course. For this reason, questions in the test are more strictly judged than questions in the course. You will not have the option to skip questions (ie the **Cancel** button will not be active) and you will not normally have a second chance to attempt a question after feedback has been given.

At the end of the test you will be given your results, and it will be indicated to you which units of the course you need to review, if any.

It is especially important to type answers carefully in the test. The test is not designed to accept as wide a range of spelling errors as the course.

Your score is electronically recorded via the CMI (computer managed instruction) system. If you take the course test, and subsequently take individual unit tests, your score in the unit test will over-ride your score in the same units in the course test. If you take the course test again, your latest course-test score will over-ride any other tests you may have taken earlier.

Your test score is accessible to the course administrator and you can also check it yourself at any point from the main menu screen. Simply click on the **Progress** button (or press Alt+ p) at the foot of the main menu screen.

Microsoft Office 97: Word 97 for Power Users

Preceding Course: *Microsoft Office 97: Advanced Word 97*

Following Course: *Microsoft Office 97: Beginning Excel 97*

Course Duration: 4 hours

Audience: People wanting to become certified as expert users of Word 97

Prerequisites: A basic familiarity with the Windows 95 or Windows NT 4.0 user environments, and the courses *Microsoft Office 97: Beginning Word 97*, *Microsoft Office 97: Intermediate Word 97*, and *Microsoft Office 97: Advanced Word 97*

Course Aim: To provide advanced Word 97 users with skills in workgroup editing, using macros, and using mail merge

Learning Objectives:

After taking this course, the student should be able to

- q record and run macros
- q use macros to create templates
- q create and modify forms
- q generate mail merges
- q create master documents
- q route and track documents in a workgroup
- q create multiple versions of a document
- q add comments using document summary

Course Incorporates: Test, hands-on exercises

Units and topics in Microsoft Office 97: Word 97 for Power Users

Macros

Recording and running macros
Hands-on: Creating a macro
Editing and modifying macros
Hands-on: Modifying a macro

Forms and mail merges

Building forms
Hands-on: Creating a form
Creating catalogs and lists
Generating mail merges
Hands-on: Inserting fields

Working together

Workgroup editing
Master documents
Hands-on: Creating a master document
Tracking changes, protecting, and routing documents
Hands-on: Commenting on and protecting a document

To run the course, you need

- * 386SX or faster PC, MS-DOS V3.1 or later, Windows 3.1
- * VGA monitor and card
- * 4MB of RAM
- * at least 22MB of space available on the hard disk

The course will be installed in a directory called **MO97W04**.

Course Guide

Units in Microsoft Office 97: Word 97 for Power Users

Macros

Forms and mail merges

Working together

Macros

Topics

Recording and running macros

Hands-on: Creating a macro

Editing and modifying macros

Hands-on: Modifying a macro

Unit aim

To demonstrate working with macros and templates in Word 97

Unit objectives

After completing this unit you should be able to

- q describe how to record a macro
- q describe how to run a macro
- q create a macro
- q describe how to edit and modify macros
- q modify a macro using the Visual Basic Editor and then run it

Unit summary

Microsoft Word's Macro Recorder is used for automating tasks that are executed frequently. After recording the task as a macro, you can use the macro over and over again.

You can run a macro in Word 97 in several different ways:

- q choosing **Macro** from the **Tools** menu
- q assigning the macro to a toolbar button
- q assigning the macro to a specific keystroke

You can also edit or modify a macro by choosing **Tools - Macro - Macros** and clicking the **Edit** button.

You can insert InputBoxes, which prompt the user to enter specific information, and message boxes, which allow you to display information to the user.

You can also use macros to create templates.

User's Notes

Forms and mail merges

Topics

Building forms

Hands-on: Creating a form

Creating catalogs and lists

Generating mail merges

Hands-on: Inserting fields

Unit aim

To demonstrate how to create and modify forms, how to create catalogs and lists, and how to do mail merges

Unit objectives

After completing this unit you should be able to

- q show how to create and modify forms

- q create a form field in a form

- q show how to create catalogs and lists

- q show how to generate mail merges

- q create merge fields

Unit summary

Word 97s forms are usually saved as templates, and printed on demand.

Word's form fields - text boxes, checkboxes, and drop-down list boxes - greatly simplify the task of filling in forms.

Forms can be protected so that users can fill in the data, but cannot change the rest of the form.

Word allows you to retrieve, store, and publish information such as product catalog information and lists of names and addresses.

Catalogs and lists created and stored in Word documents, external files, and shared office address books can all be used as data sources when creating form letters.

You can sort lists in a data source.

And you can add, remove, or rename fields in a data source.

Mail merge enables you to create multiple letters by merging together a list of names and addresses with letters.

User's Notes

Working together

Topics

Workgroup editing
Master documents
Hands-on: Creating a master document
Tracking changes, protecting, and routing documents
Hands-on: Commenting on and protecting a document

Unit aim

To discuss master documents and to describe how documents can be edited in a workgroup context with Word 97

Unit objectives

After completing this unit you should be able to

- q describe how workgroup editing works in Word 97
- q describe how to create a master document from an outlined document, and how to insert a subdocument into a master document
- q create a master document and insert a subdocument into it discuss how to
- q track changes to a document
- q add comments to a document
- q protect a document
- q route a document
- q comment on and protect a document

Unit summary

Workgroup editing improves productivity and accuracy, and Word 97 has several features that can help with workgroup editing.

Documents can be passed around a workgroup in Word by means of shared folders on a network, electronic mail, or by routing.

The document protection feature protects a document against permanent changes by tracking suggested changes or only allowing comments on a document.

The master document feature enables simultaneous editing.

Creating a master document or inserting a subdocument into a master document in Word 97 is relatively straightforward.

It involves using the Master Document view and the Outlining and Master Document toolbars.

You can prepare a document for group review by tracking changes to it, adding comments, highlighting text, and protecting the document from permanent changes being made by others.

Routing a document in Word 97 enables you to decide who receives the document and when.



User's Notes



Installation Procedure

To install the course

First run Windows.

Then insert disk 1 in the A or B drive, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

- q type **a:setup** (or **b:setup**, as appropriate) and press **Enter**

or

- q use the **Browse** option and select your floppy disk drive and then **setup.exe**

You will then be given the option to change the drive on which the course is to be installed. When you are happy with the options here, click **Continue**.

Next, you will be asked to specify where you wish to install the Windows resource files which the course needs. You may choose to install these in the course directory or in your Windows **SYSTEM** directory. If installing on a network, read *Considerations for network use* on the next page before installing.

You will be prompted to insert further disks as required.

To remove the course

Run Windows.

Insert the course disk 1 in drive A or B, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

- q type **a:remove** (or **b:remove**, as appropriate) and press **Enter**

or

- q use the **Browse** option and select your floppy drive and then **remove.exe**

You will then be asked to select the drive where *Microsoft Office 97: Word 97 for Power Users* is installed.

If you choose **Continue**, and if the course is on the selected drive, the course will be deleted and the subdirectory removed.

Considerations for network use

There are a number of Windows resource files which the course needs in order to run.

During installation, you are given the choice of installing these in either the course directory or the Windows **SYSTEM** directory.

If you are installing the course on a **LAN** drive, it is best to put these files in the **course** directory, so that they will be accessible to other workstations on the network.

Access from other workstations

To access the course from a workstation other than the one used to install the course, follow these steps:

Load Windows.

Either create a program group for **CBT Systems courses**, or open this group if it already exists on the workstation.

Choose **File - New - Program Item**.

Using the **Browse** option, select the file **MO97W04.EXE** in the course directory on the network drive where you installed the course.

Click **OK** when satisfied with the options.

There will now be an icon for the course on your Windows desktop. Double-clicking on this icon will run the course.

Computer Managed Instruction Administration

The course is administered via a CMI (Computer Managed Instruction) system. Normally, only the course administrator has access to the CMI system.

How to install the CMI Administration system

It's best to install the CMI Administration system on the **course administrator's** PC. But remember, the CMI system must be able to access the course - if the course is not on a LAN, you must install the CMI system and the course on the same PC.

First run Windows (version 3.1 or later required).

Insert the **CBT Curriculum - CMI Admin Disk** in drive A or B, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

type **a:setup** or **b:setup** (as appropriate), and press **Enter**

or

use the **Browse** option to select your floppy disk drive and then type **setup.exe**

You are now given the option of changing your CMI system installation drive.

When you're ready, click **Continue**.

The CMI Administration system is now installed on your selected drive, and a program group called "CBT Systems CMI Administration" is created.

This group contains the program icon. If you want, you can move this icon to another group.

How to enter the CMI Administration system

Run Windows and select the CMI Administration icon from the appropriate group.

On entering the program, you will be asked to enter your CMI password.

If this is the first time the program is being run, enter a new password - this will then become the CMI password.

If the program has been run before, you must enter the existing CMI password.

If you want to change the existing password, click the **New** button. You must then enter the existing password, before entering your choice for the new password.

The CMI password is not case-sensitive.

How to register a course with the CMI Administration system

From the **Setup** drop-down menu select **Register Course(s)**.

Specify the drive(s) you wish to search for CBT courses.

To specify all drives, click the **Select All** button.

Click the **Search** button.

Your specified drive(s) will now be searched for CBT courses, and you are given a list of all that are found.

Highlight the course(s) you wish to register.

Click **Select All** if you want to highlight all courses found.

Click the **Register Course(s)** button.

Your selected course(s) are now registered.

NOTE If you have previously registered any other course, all existing students will automatically be registered in the new course or courses.

Course registration - drive selection options

- Select All** selects all listed drives
- Search** initiates the search for courses on the selected drive(s)
- Cancel** closes the drive list and returns to the main menu

Course registration - list of course options

- Register Course(s)** registers the selected courses
- Select All** selects all listed courses for registration
- Cancel** closes the course list and returns to the main menu

How to de-register a course with the CMI Administration system

From the **Setup** drop-down menu select **De-register Course(s)**. You are given a list of all registered courses.

Specify the course(s) you want to de-register.

If you want to de-register all courses, click the **Select All** button.

Click the **De-register** button.

After individual confirmation, each selected course will be de-registered.

NOTE **This procedure only removes the course from the CMI Administration system. The course itself - and all student details related to it - is not affected.**

Course de-registration - list of course options

- De-register** de-registers the selected course(s)
- Select All** selects all listed courses for de-registration
- Cancel** closes the course list and returns to the main menu

How to register a student to the CMI Administration system

From the **Setup** drop-down menu select **Register Student**.

Fill in the two fields, Name and Number, in the Student registration dialog box.

Select **Register**.

Student registration dialog box options

- Register** confirms your entries in the Name and Number fields and registers the student to the system
- Cancel** closes the dialog box
- Advanced** displays the Site/Dept, Mastery, and Password fields, for more detailed student registration

Student registration dialog box fields

- Name** for name of the student to be registered
- Number** for number of the student to be registered (the number must be alphanumeric and can consist of up to eight characters)
- Site/Dept** to identify the student by department or site (optional field)
- Mastery** allows you to set the pass level for course tests (70% is the default)
- Password** for a password for the student to be registered

How to change a student's registration details

From the **Setup** drop-down menu, choose **Change Student Details**.

Select the student whose details you want to change, and click the **Change** option button.

When the Change student details dialog box appears, make the required changes in the appropriate fields.

Click the **Accept** option button.

Student selection dialog box options

- Cancel** cancels the operation, closes the dialog box and returns you to the main CMI menu screen
- Change** accepts the selected student and moves you to the next dialog box, where changes are made

Change student details dialog box options

- Accept** confirms changes made (or current student details) in the dialog box fields
- Cancel** closes the Change student details dialog box and returns you to the Student selection dialog box

Change student details dialog box fields

These are the same as the Student registration dialog box fields.

Note **Before changing student details, ensure that all CBT courses are registered.**

How to remove a student from the CMI Administration system

From the **Setup** menu choose **Del**ete Student(s).

Highlight the appropriate student name(s).

Click **Del**ete.

Delete Student(s) dialog box option buttons

- Cancel** closes the dialog box
- Select All** selects all the listed students (for deletion)
- Del**ete deletes the selected student(s) from the CMI system

Note **Before removing students, ensure that all CBT courses are registered.**

How to generate a report on a student's progress

From the **Reports** drop-down menu choose **Student Progress**.

Highlight the student(s) for whom you require a report.

Click **Report**.

Select Students dialog box option buttons

- | | |
|-------------------|---|
| Cancel | closes the dialog box |
| Select All | selects all the listed students (for reports) |
| Report | displays the Student Progress - Report Options dialog box |

Student Progress - Report Options dialog box options

- | | |
|---------------------------|---|
| Report Type | allows you to select either general or detailed student course progress report(s) |
| Output Destination | allows you to select to have your report(s) sent to a text or comma-separated file, displayed on screen, or printed out |
| Generate | generates the report for the selected student(s) |
| Cancel | closes the report options dialog box |

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