



MICROSOFT OFFICE WORD 2007 ADVANCED

COURSE AIMS

This course is aimed at existing users of Microsoft Office Word who wish to extend their knowledge to the more advanced features of the package.

On completion of this course the user should be able to confidently do the following:

- Create and use styles and themes.
- Manage a structured document by outlining and include a table of contents.
- Create, insert and position pictures to use Word for DTP.
- Use fields and macros to automate Word tasks.

COURSE CONTENT

Styles

Creating and Saving Styles
Automatic Style Creation and Update
Applying Styles
Style Inspector
Managing Styles

Themes

Modifying a Theme
Applying a Theme
Saving a Theme

Document Outlines

Creating and Using an Outline
Outline View
Master Documents
Document Map

Fields

Inserting and Managing Fields
Field Function Keys
Fields for Maths

Forms

Developer Mode
Text and List Controls
Picture Controls
Control Properties
Protection and Access

NOTES

Users wishing to attend this course should have attended a Word Introduction course, or have at least a similar level of knowledge and experience.

Ability also offer a Visual Basic for Applications course for experienced users wishing to customise Word.

Bookmarks

Inserting a Bookmark
Using Bookmarks

Long Documents

Page Numbering
Tables Of Contents
Indices
Captions and Tables of Figures

Document Templates

Creating a Template
Modifying a Template

Graphics

Inserting Pictures, ClipArt,
SmartArt
Positioning Pictures

Notes

Track Changes
Comments
Footnotes

Macros

Recording a Macro
Running a Macro
Macros in Templates