



WORD 2007

ADVANCED

COURSE CODE : WD207ADV DURATION : 1 DAY

COURSE AIMS

This course is designed to cover creating long documents with automated heading, sub-heading formatting and automatic generation of Table of Contents together with some additional new advanced features of Word 2007.

DELEGATE PRE-REQUISITES

Attendance on the previous Word 2007 Introduction and Intermediate course is recommended to ensure continuity, as many fundamental skills used on the previous course are developed further

COURSE OUTLINE

USING STYLES

- Creating a New Style
- Using Shortcut Keys
- Alternative Ways to Create a Style
- Modifying / Removing Styles from Quick Style Gallery
- Managing Styles
- Importing & Exporting Styles
- Adding Styles to a Template

TABLES OF CONTENTS

- Creating Entries
- Compiling a Table
- Updating the Table
- Navigating using the Table of Contents

TEMPLATES

- Template Basics
- Modifying a Template
- Copying Styles within Templates

REVISION TRACKING

- Turning on Track Changes
- Track Changing Formatting Options
- Balloon Formatting
- The Views
- Moving Through Changes
- Adding Comments
- Accepting / Rejecting Changes
- Reviewing Pane
- Comparing Versions
- Protection and Formatting Restrictions

MAIL MERGE

- Using the Mailing Ribbon
- Setting up your Mail Merge
- Creating Data File
- Importing Data File from other sources (Excel, Access, Outlook)
- Creating the Main File
- Using Date Fields in Mail Merge
- Merging Options
- Selective Merge
- Editing your Data File
- Linking your Main File to an alternative Data File
- Mailing Labels
- Mail Merge with Email
- Using Directories

INSERTING PICTURES & CLIPART

- Using the new 2007 Picture Design Tools

INSERTING OBJECTS

- Inserting SmartArt
- Using the Drawing Tools
- The Drawing Canvas
- Arranging Objects with Text Wrapping
- Using Rotation, Alignment and Order
- Grouping Objects

IMPORTING EXCEL CHARTS INTO WORD

- Using Links
- Hyperlinks
- Inserting Excel data into Word

MACROS



FAST TRACK
COMPUTER TRAINING