



Advanced Microsoft Word 2007

About the Course

Designed for

Aimed at frequent users who have an excellent knowledge of Microsoft Word's basic and intermediate principles, this course provides candidates with practical experience of the topics listed in the course outline below. On completion, candidates should be equipped with the necessary skills to produce complex documents and integrate them with output from other Windows applications.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

Those attending should have an understanding of Microsoft Word to an intermediate level, be competent Microsoft Windows users, and be familiar with the basics of file and disk management.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

FIELD CODES & FILL-IN FORMS

- Inserting a field code
- Updating fields
- Editing and deleting fields
- Locking or unlocking fields
- Displaying field codes
- Converting fields to text

FORMS

- What are fill-in forms?
- Creating and editing a form
- Editing and formatting fill-in form fields
- Deleting fields within a fill-in form
- Protecting a fill-in form

LINKING AND EMBEDDING

- Linking and embedding objects
- Embedding an Excel chart
- Formatting an embedded worksheet within a document
- Editing an embedded object
- Linking an Excel chart to a Word document.
- Using the 'Insert Chart' command

THEMES

- Using Themes

REFERENCES OPTIONS

- Creating a Table of Contents
- Updating and modifying an existing Table of Contents
- Adding a bookmark
- Deleting a bookmark
- Going to a bookmark
- Cross-references
- Creating or editing an index
- Creating Footnotes
- Formatting Footnotes
- Deleting Footnotes
- Creating Endnotes
- Formatting Endnotes
- Deleting Endnotes
- Adding or updating a caption to an image, table or worksheet

COLLABORATIVE EDITING AND SECURITY

- To password protect documents
- Inserting comments
- Checking documents for sensitive 'hidden' information
- Tracking changes within a document

MASTER DOCUMENTS

- Creating a Master Document
- Inserting a table of contents into a master document
- Editing subdocuments
- Removing subdocuments

CONDITIONAL MAIL MERGING

- Using conditional mail merging

MACROS

- What are macros?
- Recording a macro
- Assigning a macro to a button

WEB PAGES AND HYPERLINKS

- Microsoft Word and the Internet
- Save a document as a Web page
- Previewing a Web formatted page
- Saving a Web page from the Internet
- Saving documents from a Web page
- Creating Internet Hyperlinks
- Editing Internet Hyperlinks
- Removing a hyperlink