

MICROSOFT WORD 2007 ADVANCED

WHO SHOULD ATTEND

Those who have completed the Microsoft Word Introduction and Intermediate levels and who are involved with the following:

- ◆ Advanced techniques for working with styles
- ◆ Templates and forms
- ◆ Create a master document, a table of contents, and an index
- ◆ Using margins, printing, and proofing tools
- ◆ Enhance document layout

PREREQUISITES

A working knowledge of skills outlined in the courses Word Introduction and Intermediate is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Word, a powerful and full-featured word-processing program, with a main focus on documents, formatting and editing data, and printing.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Excel series to learn about spreadsheets or the PowerPoint series for presentations.

SKILLS LEARNED

- ◆ Using the AutoFormat feature
- ◆ Create, modify and replace styles
- ◆ Linking styles
- ◆ Managing and streamlining styles
- ◆ Deleting, copying, and renaming styles
- ◆ Examining templates
- ◆ Creating and enhancing a template
- ◆ Creating a form template by using form fields
- ◆ Drawing Tools
- ◆ Working with clip art and graphic effects
- ◆ Using WordArt to enhance text
- ◆ The Master Document
- ◆ Generating an index and marking index entries
- ◆ Preparing to print
- ◆ Headers and Footers
- ◆ Using sections
- ◆ Create a cover page and change the margins within a section
- ◆ Formatting a document for binding
- ◆ Creating footnotes and endnotes
- ◆ Using bookmarks
- ◆ Creating cross-references
- ◆ Routing a document via Microsoft Exchange, Microsoft Outlook, or other mail programs
- ◆ Using highlights and add, modify, and delete comments within a document
- ◆ Creating, comparing, and merging multiple versions of documents

COURSE OUTLINE

LESSON 1: Advanced Styles

- ◆ All about styles
- ◆ Managing and streamlining by deleting, copying, and renaming styles

LESSON 2: Creating Templates and Forms

- ◆ Examining and using templates
- ◆ Word fields, AutoText, Macros, and keyboard commands
- ◆ Form fields and the form template

LESSON 3: Using Graphic Effects

- ◆ Create and modify drawn objects in a document by using Drawing tools
- ◆ Clip Art and WordArt

LESSON 4: Working with Large Documents

- ◆ Creating a master document and apply styles to headings to create a table of contents
- ◆ Preparing to print by creating alternating headers and footers and a watermark

LESSON 5: Document Layout

- ◆ Using sections to control layout
- ◆ Apply page and paragraph borders, facing pages, and gutter margins

LESSON 6: Sharing Documents

- ◆ Routing a document
- ◆ Highlights and comments
- ◆ Multiple versions