

Word 2007

Advanced

Target Audience & Purpose

Word Advanced is for people who can already create documents, and want to add more sophistication and automation.

Objectives

By the end of the course participants should be able to:

- Create multiple columns in a document
- Create a Table of Contents and Bookmarks
- Insert, size, position and edit graphics and use WordArt
- Add footnotes and endnotes to a document
- Create a form with drop-down form fields
- Create and apply styles in a document
- Create different headers and footers
- Create and modify document templates
- Create and edit macros and assign macros to toolbars
- Create form letters and labels using mail merge

Prerequisites

Participants should be competent users of Word and should already be able to:

- Modify the appearance of text using font formatting
- Modify the layout of a document using paragraph formatting
- Set different types of indentation
- Change margins and paper orientation, use Print Preview
- Create a simple table

Inclusions

Comprehensive step-by-step training manual
Light lunch and refreshments

Free telephone support

Using Outline View

- Create an Outline,
- Work in Outline View,
- Collapse/Expand Outline Headings,
- Outline Heading Levels,
- Move an Outline Heading or Body Text
- Number Outline Levels,
- Display/Hide Outline Text Formats

Using Styles

- Use Quick Styles,
- Manage, Apply,
- Creating, Edit a Style,
- Add a Style to the Quick Styles Gallery,
- Clear Formats and Styles,
- Delete a Style

Creating a Table of Contents

- Generate & Remove a Table of Contents,
- View the TOC Field Code,
- Update TOC, Insert TC Field Codes,
- Use TC Fields, Use Outline Levels

Using Section Breaks

- Work with,
- Insert, Remove & Modify Section Breaks,
- Insert a Next Page, Continuous & Odd/Even Page Break,
- Format a Section

Working with Headers and Footers

- Create Headers/Footers,
- Insert Page No's, Insert Current Date,
- Create a First Page & Odd and Even Headers/Footers,
- Set the Starting Page No.

Using Footnotes and Endnotes

- Use, Insert, Set, View, Browse,
- Move, Copy and Delete a Note

Inserting Graphics

- Insert Clip Art & Pictures,
- Format Pictures,
- Create & Format WordArt Objects,
- Use Advanced Layout Options,
- Create Watermarks

Using SmartArt

- Create SmartArt,
- Change Colors,
- Apply a SmartArt Graphic Style

Working with Drawing Objects

- Create a Drawing Object,
- Select & Move Objects,
- Use Drawing Canvas,
- Format Objects,
- Add 3-D Effect, Layer Text & Objects,
- Delete an Object

Using Newsletter-style Columns

- Create Columns,
- Navigate & Change the Number of Columns,
- Width and Spacing,
- Add a Vertical Line between Columns, Balance Column Length

Using Chart Creation Features

- Create a Chart,
- Edit the Datasheet,
- Add a Chart Title, Change the Chart Type,
- Create a Chart from Excel

Editing a Table

- Select, Inserting & Delete Rows and Columns,
- Merge Cells, Rotate Text, Align Text,
- Split Cells, Convert a Table into Text,
- Create a Table Heading

Sorting Table Data

- Design a Table to be Sorted,
- Sort a Table Alphabetically,
- Numerically and by Date,
- Sort a Table by Multiple Columns

Using Templates

- Select an Existing Template,
- Create, Modify & Delete a Template

Customizing Word Preferences

- Change Default Font Attributes,
- Change Default Page Settings,
- Set Word Options,
- Modify Default File Locations,
- Customize Toolbars

Working with Lists

- Customize Numbered/Bulleted Lists,
- Bullet/Number a Multilevel List,
- Create a New List Style,
- Sort a List Alphabetically

Using Macros

- Record, Run,
- Edit, Delete a Macro,
- Add a Macro Button,
- Organize Macro Projects

Using Mail Merge, Merge Mail Labels & Directories

- Start Mail Merge Wizard,
- Create Main Document, & Recipient List,
- Customize, Rearrange, Save Recipient List,
- Enter Records into a Recipient List,
- Sort Merged Records,
- Highlight & Insert Merge Fields Preview Merged Data,
- Merge to Document or Printer, Email Messages
- Use & Create Mailing Labels, Label Options, Attach a Data Source, Insert Label Merge Fields,
- Merge Labels to a New Document, Create a Directory,
- Merge with Alternate Data Source

Using Formulas in Tables

- Create a Formula, Use Functions, Format, Display Field codes

Importing Excel Worksheets

- Import, Link, Create, Edit and
- Insert an Excel Worksheet

Using Bookmarks

- Work with, Create, View,
- Go to, Cross-reference & Delete a Bookmark

Using Forms

- Create a Form, Save a Form as a Template,
- Set Properties for Controls,
- Use Legacy Tools and ActiveX Controls,
- Protect a Form, Input Data into a Form,
- Delete a Form Template, Print a Form

Managing Files

- Select File Views,
- Sort Word Files,
- Use the My Places Bar,
- Assign & Remove a Password, Digital Signatures,
- Manage Document Recovery

Protecting a Document

- Open the Protect Document Button,
- Restrict Document Formatting,
- Editing, Create Restriction Exceptions

Using Word HTML Features

- Save Files, Auto Format,
- Link to a Page, or Location,
- Paste, Update,
- Browse Linked Pages & Locations,
- Edit & Modify HTML Files