



WORD 2007 ADVANCED

1 day course: 9.30am – 5pm

Word 2007 is a powerful, feature-rich package with extensive facilities for producing professional documents. This hands-on course provides experienced Word users with the capability to carry out complex tasks easily and efficiently. The course is designed for delegates who have been using Word regularly on a day-to-day basis and now wish to take advantage of the more powerful features available in the product.

FORMATTING

- Character and paragraph formatting
 - Using the format painter
 - Indenting

TEMPLATES

- Using existing templates
- Creating and Editing new templates

WORKING WITH LARGE DOCUMENTS

- Applying, modifying and creating styles
- Applying sections
- Using columns
- Creating and editing headers and footers
 - Adding, deleting and editing headers and footers
 - Applying a different first page
 - Using headers and footers in a multi-section document
- Inserting a Table of Contents

TRACKING CHANGES TO A DOCUMENT

COMBINING AND MERGING INFORMATION

- Inserting content by copying
- Inserting and manipulating objects and files
- Converting text to a table

ASSUMED KNOWLEDGE:

Delegates should be familiar with Word to the level of our Introductory and Intermediate courses and use Word regularly in the work place