

Word 2007 Advanced

What does this course offer you?

With this course you will learn to professionally utilize advanced techniques in Word 2007. You will be working with fields, forms and mail merge. You will also learn how to design graphical objects and how to integrate them into your document. You will create your own references, e.g. an index or table of contents.

What are the course requirements?

Sound knowledge of Word fundamentals from the course Word 2007 Basics

Number of lessons: 50

Learning Hours: 7.5

The primary subject matter of the course:

Chapter 1: Managing Documents

- Organising Documents
- Setting the Security Options for Documents
- Save Options for Documents
- Setting Document Properties
- Using the AutoRecover Feature
- Importing and Exporting Files
- Saving Word Documents as Web Pages

Chapter 2: Printing with Word

- Using the Print Preview
- Special Print Settings
- Printing Envelopes and Labels

Chapter 3: Using Quick Parts

- Creating and Inserting Quick Parts
- Editing Quick Parts

Chapter 4: Spelling, Hyphenation and Thesaurus

- Checking Spelling and Grammar
- Using the AutoCorrect Feature
- Adding Hyphenation
- Synonyms and Translations

Chapter 5: Templates

- Using and Creating Document Templates
- Editing Document Templates

Chapter 6: Creating Mail Merge

- The Basics of Mail Merge
- Starting Mail Merge
- Creating a Mail Merge Letter
- Printing a Mail Merge Letter
- Editing an Existing Data Source
- Printing Directories, Envelopes and Labels

Chapter 7: Sections, Columns, Headers, Footers, Footnotes

- Working with Sections
- Creating Columns of Text
- Creating Headers and Footers
- Creating Individual Headers and Footers
- Inserting Page Numbers
- Creating Footnotes and Endnotes

Chapter 8: Outlines

- Create a Document Outline
- Viewing an Modifying an Outline

Chapter 9: Directories

- Creating a Table of Contents
- Editing a Table of Contents
- Generating an Index

Chapter 10: Graphical Design Options

- Creating Drawings
- Editing Drawings
- Drawing and Editing Text Boxes
- Using WordArt Objects
- Adding a Watermark to a Document