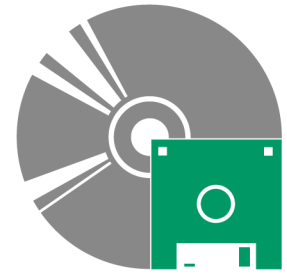


# Microsoft Office

## Word 2007 1-Day Advanced Course

### Document Management



**ashbee**  
COMPUTER  
SERVICES

This course will give delegates attending a good understanding of the more advanced features of Microsoft Word 2007 with particular emphasis on managing long documents. On request, we will tailor client specific advanced courses to meet your requirements, please contact us for further details.

## Course Outline

### Styles

- Style Gallery
- Themes and styles
- Apply and modify built in styles
- Create and delete custom styles
- Customise Style Gallery
- Merge styles from another document
- Built in Quick Style Sets
- Custom Quick Style Sets

### Section Breaks

- Apply different page orientations
- Apply different headers and footers
- Control columns with section breaks and column breaks

### Bookmarks, Footnotes, Endnotes

- Insert , go to and delete bookmarks
- Insert and delete footnotes and endnotes
- Find and delete footnotes and endnotes
- Edit footnote and endnote styles

### Working in Outline View

- Heading Styles in Outline View
- Condensing and Manipulating Documents
- Master and Subdocuments

### Table of Contents

- Table of Contents gallery
- Create, update and format a ToC
- Save custom ToC to gallery
- Delete a ToC
- Multiple ToC

### Index a Document

- Mark text for indexing
- Format index text
- Insert and update an index
- Multiple indexes

### Review a Document

- Turn on track changes
- Review ribbon tab:
  - Insert comments
  - Track change display
  - Track change views
  - Mark up options
  - Reviewing pane
- Accept/reject changes
- Delete comments
- Compare documents
- Combine revisions
- Protect a document

### Who Should Attend:

Delegates who are confident with the Intermediate features of Microsoft Word, and now wish to increase their knowledge and maximise their use of this powerful word processor with the emphasis on document management. Good prior knowledge of Microsoft Word is necessary. This can be gained through personal experience or by attending our Introduction and Intermediate courses.