

Microsoft Office

Word 2007 1-Day Advanced Course

Document Presentation

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



Course Outline

Advanced Mail Merge

- Recap Mail Merge Wizard
- Mail Merge ribbon tab
- Mail Merge with ribbon commands
- Sort and filter the recipient list
- Reformat imported excel fields
- Rules to meet advanced criteria

Document Properties

- Built in document properties
- Custom document properties

Introduction to Macros

- Macro overview
- Recording and running macros
- Editing macro names/images
- Assigning macros to toolbar buttons and keystrokes
- Deleting macros

Forms and Templates

- Creating templates
- Creating forms with form fields
- Locking forms
- Creating forms with fill-in fields
- Macros to automate forms

Graphics

- Themes and graphics
- Create theme colours
- Create custom themes
- Pictures, picture tools
- Text boxes, text box format tools
- Drawing tools format and manipulate
- ClipArt insert and format
- SmartArt graphics design and format
- Watermarks, built in and custom
- Add custom graphics to galleries
- Charts, insert and modify
- Hyperlinks to documents/web sites

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 presentation. Good prior knowledge of Microsoft Word is necessary. This can be gained through personal experience or by attending our Introduction and Intermediate courses.