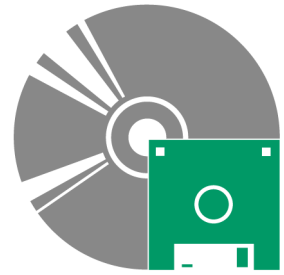


Microsoft Office

Word 2007 1-Day Intermediate Course

This hands-on course will give those attending a greater knowledge of and insight into the features of Microsoft Word 2007. On request, we will tailor client specific intermediate courses to meet your requirements, please contact us for further details.



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SERVICES

Course Outline

AutoCorrect Tools

Spelling and Grammar Options
AutoCorrect
AutoFormat as You Type
AutoComplete

Quick Parts

Insert reusable content

Borders and Shading

Apply and remove paragraph borders and shading
Page Borders, Page Border Options

Bullets and Numbering

Apply Bulleted and Numbered Lists
Customise bullets and numbers
Smart Tags

Headers, Footers and Page Numbers

Create and Delete
Insert Page Numbers
Format Page Numbers
Quick Parts and Updating Fields
Set Different First Page Option

Introduction to Tables

Create and delete tables
Enter data
Extend a table
Adjust table widths and heights
Table Design ribbon tab
Table Layout ribbon tab
Table properties

Introduction to Mail Merge

Mail Merge Wizard to create:
Basic Letter Merge with New Data File including
 Address blocks and Greeting Lines
 Customise Fields
 Match Fields
Basic Label Merge with Existing Data File including
 Insert Merge Fields
 Update Fields
Renew Links to Original Data File

Word 2007 Help Options

Who Should Attend:

Delegates who have been using the basic features of Microsoft Word 2007, but now wish to increase their knowledge and to maximise their use of this powerful word processor. Prior knowledge of Microsoft Word is assumed. This can be gained through personal experience or by attending our Microsoft Word 2007 Introduction Course.