

MICROSOFT WORD 2007 ADVANCED

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MS Word 2007
Advanced



COURSE LENGTH: 1.0 DAYS

Whether you are a business writer, a marketer, or someone who uses the software for general document creation and handling, the skills included in this MS Word 2007 course will help you maximise your use of many powerful features to create effective, visually attractive and useful documents.

The PD Training Microsoft Word 2007 Advanced Training Course provides you with a comprehensive training in the advanced features of MS Word, including writing and editing documents, formatting text, the use of spell check, performing mail merges, tracking changes, creating word templates and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra Parramatta and Perth.

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MICROSOFT WORD 2007 ADVANCED COURSE OUTLINE

FOREWORD

Whether you are a business writer, a marketer, or someone who uses the software for general document creation and handling, the skills included in this MS Word 2007 course will help you maximise your use of many powerful Word features to create effective, visually attractive and useful documents.

OUTCOMES

- ▶ Use the features of the Word Window: zoom, views, how to arrange windows, splitting a document, and using the document map
- ▶ Add ClipArt images and pictures from a file, use the Picture Tools tab, and move or delete added images
- ▶ Work with SmartArt by inserting SmartArt shapes, adding, moving or deleting SmartArt images, and making use of the SmartArt Tools tab
- ▶ Quickly add tables, text, and styles by using the Table Tools tab features
- ▶ Maximise your use of tables by adding, resizing, moving and deleting rows
- ▶ Insert special objects such as a cover page or WordArt, and draw shapes or add a text box
- ▶ Enhance your document's usability by adding a table of contents page, adding footnotes, endnotes, and citations, adding a bibliography, and inserting an index
- ▶ Work with synonyms, use the research task pane, translate screen tips into other languages, and set your default language
- ▶ Review a document electronically, add and review comments, track and review changes, and compare two documents
- ▶ Customise your personal operating environment in Word by minimising the ribbon, using the Quick Access toolbar, and tweaking the Word colour scheme.

MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ Action Plans and Evaluations

Lesson 2: Working with the Word Window

- ▶ Using Zoom
- ▶ An Overview of Word's Views
- ▶ Arranging Windows
- ▶ Splitting a Document
- ▶ Using the Document Map

Lesson 3: Adding Pictures

- ▶ Inserting Clip Art
- ▶ Inserting a Picture from a File
- ▶ Using the Picture Tools Tab
- ▶ Moving or Deleting a Picture

Lesson 4: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Using the SmartArt Tools Tab
- ▶ Adding Text to SmartArt
- ▶ Resizing, Moving and Deleting SmartArt

Lesson 5: Adding Tables

- ▶ Inserting a Table
- ▶ About QuickTables
- ▶ Adding Text
- ▶ About the Table Tools Tab
- ▶ Applying a Style

Lesson 6: Advanced Table Tasks

- ▶ Resizing Rows and Columns
- ▶ Adding Rows and Columns
- ▶ Deleting Rows and Columns
- ▶ Moving Rows and Columns

Lesson 7: Inserting Special Objects

- ▶ Adding a Cover Page
- ▶ Adding WordArt
- ▶ Drawing Shapes
- ▶ Adding a Text Box

Lesson 8: Adding In-Document References

- ▶ Adding a Table of Contents
- ▶ Managing Sources
- ▶ Adding Footnotes, Endnotes, and Citations
- ▶ Inserting a Bibliography
- ▶ Creating an Index

Lesson 9: Advanced Research Tasks

- ▶ Viewing Synonyms
- ▶ Using the Research Task Pane
- ▶ Using Translation Screen Tips
- ▶ Setting Your Language

Lesson 10: Reviewing a Document

- ▶ Adding a Comment
- ▶ Reviewing Comments
- ▶ Tracking Changes
- ▶ Reviewing Changes
- ▶ Comparing Documents

Lesson 11: Customising Word

- ▶ Minimising the Ribbon
- ▶ Customising the Quick Access Toolbar
- ▶ Accessing Word's Options
- ▶ Changing Word's Colour Scheme

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)