

# Advanced Microsoft Word 2007

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*A 2 day course delivered by Charles Darwin University.*

## **COURSE INFORMATION**

Microsoft Word, the world's most popular word processing software, provides many useful tools for writing reports and documents. This course covers aspects of Microsoft Word beyond creating basic documents. At the completion of the course the course participant will have covered aspects of Microsoft Word which facilitate the design and construction of more complex business documents.

This course is designed for people who need to know how to use the more advanced features of Word 2007. Course participants should have a good working knowledge of Microsoft Word and document creation. It would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

## **LEARNING OUTCOMES**

Participants who complete this course should be able to:

- Create longer documents
- Automate many operations in Word
- Perform advanced merges
- Outline a document
- Use WordArt
- Use of templates
- Indexing
- Building tables of contents
- Macro automation
- Build electronic forms

## **COURSE CONTENT**

This course covers the following areas:

- Understand the various aspects of effective document design and layout
- Perform more complex merge operations
- Use sections to correctly format your documents
- Create headers and footers
- Create, modify and delete bookmarks, endnotes and footnotes
- Create automated fields within a document
- Create fields that prompt the user for input
- Create macros in Word
- Create, modify and use Word templates
- Create master and subdocuments
- Import Excel, Word and Access data into a Word Document
- Use the word Art feature in Word
- Enhance drawings in your document

## **FOR MORE INFORMATION CONTACT**

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