Microsoft Word 2007 - Advanced

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

This course is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This publication focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

LEARNING OUTCOMES

Participants who complete this course should be able to:
• Use bookmarks to mark and locate text
• Create tables of content and indexes
• Create longer, more structured documents using Master Documents and various page techniques
• Insert data into documents from other sources
• Automate documents using fields and macros
• Create smarter merge operations
• Create complex drawings using SmartArt
• Collaborate with colleagues and track changes made to documents
• Protect documents from unauthorized changes
• Create electronic forms.

COURSE CONTENT

This course covers the following areas:
• Page Techniques
• Saving To PDF
• Merging Techniques
• SmartArt
• Building Blocks
• Bookmarks
• Table Of Contents
• Indexing
• Fields
• Interactive Fields
• Master Documents
• Tracking Changes
• Protecting Documents
• Electronic Forms
• Macros
• Inserting From Other Sources

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