

Advanced Microsoft Word 2007

A Two-Day Guide



Ref No: DD0199

Course Aims

This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2007. It is designed to introduce the techniques associated with automation, importing and advanced formatting and design.

Objectives

At the end of the course, you will have learned to:

- Insert Pictures and use Text Wrapping
- Use Captions
- Customise Word
- Use Multiple Documents
- Merge Documents using Query Options
- Create Forms
- Place Text in Columns and insert Sections
- Use Outline Numbering
- Search for Files
- Create Mailing Labels
- Create a Template
- Create a Macro
- Customise the Toolbar
- Create a Table of Contents and an Index
- Track Changes in a document
- Use the Drawing Tools
- Insert Objects - Charts, WordArt, Equations, Diagrams
- Create a multi-page Web site using frames

Number of Pages

215

Audience

The course is aimed at those participants who have spent a considerable amount of time using Word 2007 and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work.

Prerequisites

A sound knowledge of Microsoft Word 2007 is necessary.

Course Length

In a training environment this course is suitable for two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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Learning Outcomes

The Ribbon

The Microsoft Office Button

The Quick Access Toolbar

Revision

Table Revision

Finishing Touches

Inserting Pictures

Searching for a Picture

Choosing a Picture

Sizing the Picture

Text Wrapping

Text Wrapping Options

Moving a Picture

Editing Wrap Points

Formatting the Picture

Picture Borders

Textured Fills

Cropping a Picture

Adding more Fill

Brightness and Contrast

Color Control

Washout

Captions

Adding Captions

Adding a Figure Number

Customising Word

Setting the Default Font

Recently Used Files

On Your Own

Multiple Documents

Splitting a Window

The Split Box

Opening Multiple Documents

Dragging Text between Documents

AutoSummarize

Starting the Summary

Viewing the Summary

Changing the Percent of Original

Creating a Separate Summary

Page Borders

Border Art

Border Options

More Border Options

Mail Merge

Field Names

Adding a Field Name

New Address List

The Data Records

Typing the Main Document

Previewing the Letters

Performing the Merge

Mail Merge Recipients

Filter

Mailing Labels

Label Options

Adding Fields to the Label

Previewing your Labels

Performing the Merge

Advanced Table Features

Formulas Revision

Merging and Splitting Cells

Splitting Cells

Table Headings

Tabs in Tables

Decimal Tabs in Tables

Inserting Tabs in Tables

Updating Table Formulas

Text Direction

Converting Tables

Converting Tabs to a Table

Splitting the Table

Replacing Characters

Converting Spaces to Tabs

Converting Text to a Table

Sorting the Table

Forms

Creating a new Form

Legacy Form Fields

Drop-Down Form Fields

Text Form Fields

Check Box Form Fields

Custom Help Text

Protecting the Form

Saving a Form as a Template

Using a Form

Footnotes

Inserting Footnotes

Navigate Footnotes

Show/Hide Footnotes

Footnote Options

Columns and Sections

Creating Columns

Multiple Column Formats

Creating Sections

Inserting a Column Break

Exercise – Columns and Sections

Section Breaks

Inserting a Section Break

Numbering a Section

Finding Files

Searching for Specific Files

Choosing Search Criteria

Choosing the Search Location

Saving the Search

Opening the File

Printing a File

Copying a File

List View

Deleting a File

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Selecting Multiple Files

Templates

Creating a Template

Creating the Fillin Fields

Viewing Fields

Saving the Template

Using the Template

Macros

Creating a Macro

Assigning the Macro to the Quick Access
Toolbar

Formatting the Macro Icon

Recording the Macro Actions

Using the Macros Dialog Box

Deleting the Macro

Customising the Quick Access Toolbar

Removing an Icon

Adding an Icon

Outline Numbering

Numbering Paragraphs

Renumbering

Heading Numbering

Removing Heading Numbering

Table of Contents

Generating the Table of Contents

Using Hyperlinks

Updating the Table of Contents

Indexes

Compiling the Index

The Index

Changing the Index Format

Updating the Index

Tracking Changes

Highlighting Changes

Track Changes Options

Reviewing Changes

Turning Off Changes

Charts

Editing Data

Changing the Chart Type

Sizing the Chart

Sizing the Legend

Rotating a Chart

A Data Table

Deleting a Series Axis

Formatting the Chart

Returning to Word

WordArt

The WordArt Gallery

Editing the Text

The WordArt Tools Format Tab

Text Wrap

The Adjustment Handle

Diagramming

Adding Shapes

Diagram Style Gallery

Changing Layouts

Exercise

Printed Watermarks

Equation Editor

Creating a Equation

Using Excel with Word

Editing the Worksheet

Linking

Linking

Establishing the Link

Testing the Link

Shapes Tools

The Shapes Tools

Drawing and Formatting Shapes

Exercise – Using Shapes

Revision Exercise One

Character Quick Keys

Symbols

Paragraph Quick Keys

Other Handy Keys