

Word 2007 Level 3 Course

A One Day Training Course

Course Aims

This one-day course is designed to allow users to work with Word's more advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with longer, more complex documents and use Word's advanced mail merge tools. We will also cover how to tidy up messy documents often inherited from other people.

Course Outline

Review

- Sections and breaks
- Headers and footers
- Templates

Forms

- What are fill-in forms?
- Creating and editing a form
- Editing and formatting fill-in form fields
- Deleting fields within a fill-in form
- Protecting a fill-in form

Styles

- What are Styles
- Using Words Built-in Heading Styles
- Creating Styles
- Applying Styles
- Modifying Styles

Tidying up Inherited Messy Documents

- Clearing existing formatting and styles
- Applying new formatting to the whole document efficiently

Using Outline View

- Applying Heading Styles Using Outline View
- Rearranging a document in Outline View

Table of Contents

- Generating a Table of Contents
- Formatting a Table of Contents
- Updating a Table of Contents

Indexes

- Creating an Index
- Updating an Index

Footnotes and Endnotes

- Creating Footnotes or Endnotes
- Viewing and Editing Footnotes or Endnotes
- Deleting Footnotes or Endnotes

Target Audience

Experienced intermediates who deal with longer documents and wish to learn about the tools that are available in Word that can save time and increase productivity.

Assumed Knowledge

Participants on this course should have a good working knowledge of Word, gained from experience or from prior attendance on Word Level 1 and 2 courses.

Cross-references

- Inserting a Cross Reference
- Updating Cross-references

Review and Track Changes

- The big mistake!
- Inserting comments
- Tracking changes within a document

Linking and embedding objects

- Embedding an Excel chart
- Formatting an embedded worksheet within a document
- Editing an embedded object
- Linking an Excel chart to a Word document.

Advanced Mail Merge

- Different Source File Formats
- Merging Outlook contacts
- Email merges
- Setting Criteria in a Mail Merge
- If...Then...Else... Field

Macros (optional)

- What are macros?
- Recording a macro
- Assigning a macro to a button

Master Documents (optional)

- To Create a New Master Document
- Opening Master Documents
- Opening Sub-Documents
- Adding Existing Files to a Master Document
- Removing a file from a Master Document
- Printing the Master Document