

One-on-One Personal Computer Training

Get Started Here

Microsoft Word is a sophisticated word processor with a wealth of advanced features.

One-on-One Personal Computer Training provides advanced Word 2007 training and that enables students to become productive with the product.

Learning Outcomes

This course is designed for people who are already familiar with the basic features of Word 2003. It covers the essential features people need in day-to-day use of Word.

At the end of the course, the student will be able to:

- ☞ Perform advanced formatting and editing activities
- ☞ Take advantage of features such as styles, templates, field codes and forms
- ☞ Edit the appearance and structure of tables
- ☞ Perform merge operations such as merging to labels
- ☞ Customise Word
- ☞ Structure documents with the outlining feature
- ☞ Restructure documents with columns
- ☞ Sort tables and paragraphs of text
- ☞ Work with features for large documents
- ☞ Include text boxes and graphics objects
- ☞ Improve the appearance of documents with WordArt and watermarks
- ☞ Automate activities using macros

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

Advanced Word 2007 for Windows

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 3

- ☞ Setting Word Options
- ☞ Working With Autotext
- ☞ Creating First Line and Hanging Indents
- ☞ Widow and Orphan Control
- ☞ Hyphenation and Hiding Text
- ☞ Advanced Table Function
- ☞ Converting Text to a Table
- ☞ Advanced Merging
- ☞ Using the IF function
- ☞ Working with and Customising Styles
- ☞ Themes
- ☞ Creating and Working with Templates
- ☞ Saving a Document to a PDF
- ☞ Working with Section Breaks
- ☞ Advanced Headers and Footers
- ☞ Advanced Columns

Level 4

- ☞ Creating and using Bookmarks
- ☞ Inserting, updating and Mastering the Table of Contents
- ☞ Learn to Create and Update an Index
- ☞ Working with Lists and Multilevel Numbering
- ☞ Master Page Techniques
- ☞ Apply Watermarks
- ☞ Create custom recipient lists
- ☞ Insert Text Boxes
- ☞ Use Building Blogs
- ☞ Master Fields inc Fillin, Ask and Ref
- ☞ Work and Create Master Documents
- ☞ Work with Electronic Forms
- ☞ Inserting Elements from External Sources
- ☞ Macros

Prerequisites

Students should already be familiar with PCs and Windows and have completed the Introduction to Word 2007 Course.

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