



Intermediate and Advanced Microsoft Word 2007/2010

Two-Day Course

Windows

Course Overview:

This course is especially designed for people who will be creating long documents. The commands covered in this course will enhance your productivity and help you create well organized and professional looking documents.

Course Content:

Advanced Editing

- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 or 2010, and the new Backstage View in Office 2010.
- Copy and collect items using the Office Clipboard.
- Efficiently copy and paste text using the Paste Options Smart Tag.

Eliminate Repetitive Typing

- Using the AutoCorrect command to automatically correct common typing errors and create your own AutoCorrect entries
- Using the predefined Building Blocks command to store large amounts of text used frequently
- Inserting special characters into your document and using the keyboard equivalents to type in non-breaking spaces and non-breaking hyphens

Advanced Formatting

- Make your document look better using the many advanced character formatting features.
- Apply advanced paragraph formatting to control indents, spacing and pagination of your paragraphs.
- Set, change and delete a custom tab and also set a leader tab.
- Apply custom borders and shading to add interest to your text, paragraphs and pages.
- Use custom bullets and numbering to itemize a list.
- Apply page formatting and section breaks to allow different headers and footers and margins in each section of the document.

Styles

- Save character and paragraph formatting into a Style name to ensure that you have consistent formatting throughout your document.

Long Document Management

- Use the improved Navigation Pane, the browse object button and use the Outline View to navigate through your document.



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Course Content:

Table of Contents

- Create and easily update a table of contents using heading styles.

Themes

- Using the predefined themes, creating a custom theme with a custom colour scheme and custom theme fonts, save a Document Theme and apply the theme to another document

Tables

- Create tables to quickly and easily arrange text in columns and rows, professionally format your table and use the sum function in a Word table.

Collaboration

- Review and track changes made in a document.
- Use the Insert Comment command which is like creating a post-it note on the screen without changing the document text.
- Compare two documents that were revised but the Track Changes command was not originally used.

Mail Merge

- Use the Mail Merge Task Pane to help you create personalized mass mailings.