

## **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 2007. It covers the essential features people need when producing professional documents and templates

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 templates
- ☞ 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
- ☞ PDF a document
- ☞ 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.

### **Who Would Benefit**

This course is ideal for anyone who is going to be undertaking advanced work with Microsoft Word

For Example:

Managers creating large or professional documents and law firms for legal templates

## **Advanced Word 2007 for Windows**

### **Contents**

#### **Level 3 (1-Day Course)**

- Formatting Techniques
- Advance Paragraph Formatting including first line indents, right indents, hyphenation and pagination
- List – Creating and working with Bulleted lists and numbered list
- Multi-Level Lists
- Creating and Modifying Styles
- Working with Themes
- Creating Templates and using templates
- Page Techniques
- Cover Pages
- Water Marks
- Creating Columns and working with columns
- Working with Tables, creating formulas and manipulating tables

#### **Level 4 (1-Day Course)**

- Advanced Merging and Lists
- Running Existing merges
- Modifying Merges
- Using an If Rule
- Section Breaks – Next Page, continuous and odd and even breaks
- Saving to a PDF
- Working with Text Boxes
- Using text Boxes with Picture
- SmartArt
- Fields
- Macros

### **Prerequisites**

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

### **Enquiries**

**Telephone – 1800 66 00 00**

**Fax - 07 4728 5905**

