

Microsoft Word 2007 – 2010: Advanced

This course is hands-on and designed to provide participants with a solid understanding of Microsoft Word. The class runs a day in length from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following the course.

Level 3	
Automating your work including:	Advanced Formatting including:
Recording and running a macro	More on headers and footers
Saving and deleting your macros	Creating a Table of Contents
Editing your macros	Creating an Index
More on creating and using Styles	Using Word data with other programs
Creating fill-in forms with templates	Adding lines and boxes
More on document revisions	Hyphenation, word spacing and keep together
Customizing the environment	Cross references
	Managing document versions
	Options for handling different document formats
Miscellaneous including:	
Tips, tricks and traps	
Creating multi level outlines	Word and the Web including:
Bookmarks, endnotes and footnotes	Adding hyperlinks to a report
Annotations and revision marks	Creating a web page
Editing restrictions with document protection	Viewing and editing a web page