

## Microsoft Office Word 2007 (Advanced)

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft Word 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for current Microsoft Word users who wish to extend their knowledge and skills beyond simple document formatting.

**Prerequisites:** This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in the intermediate level. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

**Products Covered:**  
Microsoft Office Word 2007

### Course Description

This one day, instructor-led course extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and AutoShapes as well as other features such as styles and clip art.

### Objectives

At the completion of this courseware participants will be able to:

- Further enhance documents and text using advanced formatting features
- Create enhanced tables
- Use timesaving features such as Building Blocks, styles and templates
- Incorporate pictures, drawings and WordArt into documents.

### Topics Covered

#### Working with Images

Inserting a Picture from a File  
Adding Styles and Effects  
Resizing Images and Adding Captions

#### Working with ClipArt

Inserting and Formatting ClipArt  
Moving and Resizing ClipArt

#### Working with WordArt

Inserting and Formatting WordArt  
Editing Text  
Changing the Style

#### Using AutoShapes

Inserting and Formatting AutoShapes  
Using 3-D Effects and Shadows  
Using the Format AutoShape Dialogue

#### Arranging Graphics

Positioning Shapes and Using Text Wrapping  
Rotating, Ordering and Grouping Shapes  
Using Align and Distribute

#### Using Building Blocks

Adding Watermarks  
Inserting and Adding Quick Parts  
Using the Building Blocks Organizer

#### Creating SmartArt

Using the Text Pane  
Using the SmartArt Tools Ribbons

#### Editing SmartArt

Resizing and Moving Your Diagram  
Formatting SmartArt  
Working with Shapes

#### Adding Text Effects

#### Using Text Boxes

Drawing and Linking a Text Box  
Adding Shadow and 3-D Effects

#### Embedding Objects

Adding Text from a File  
Creating a New Object  
Linking Objects to a Word Document

#### Creating Tables

Inserting and Drawing a Table  
Using Quick Tables  
Cells, Columns, and Rows

#### Editing Tables

Using the Table Tools  
Merging and Splitting Cells  
Resizing cells. columns. or rows

#### Applying Basic Formatting

Applying a Table Style  
Aligning a Table and its Cells  
Changing Cell Margins and Spacing  
Changing Text Direction

#### Applying Advanced Formatting

Using AutoFit and Distribute  
Formatting a Table  
Using Borders and Shading

#### Advanced Table Tasks

Sorting Table Data  
Table to Tabbed Text  
Creating an Excel Spreadsheet

#### Advanced Data Tasks

Using Formulas and Equations

#### Chart Tools

Creating a Chart from an Existing Table  
Analyzing Chart Data  
Using the Format Chart Dialogues  
Adding Captions

#### Using the Quick Style Gallery

Understanding Styles

#### Applying a Style

Changing Text's Style  
Removing a Style from Text  
Using the Apply Styles Window

#### Changing Your Styles

Changing Your Style Scheme  
Making Changes Permanent

#### Using the Styles Pane

Applying, Modifying and Deleting Styles  
Modifying Style Pane Options

#### Doing More with Styles

Creating Styles from Existing Text  
Modifying the Quick Style Gallery  
Using the Style Inspector and Managing Styles

#### Modifying Basic Word Options

Using the Options Dialogue  
Changing Your User Name and Color Scheme

#### Modifying Advanced Word Options

Controlling Display Options  
Setting Spelling and AutoRecover Options  
Customizing the Recent Documents List  
Controlling Paste Options

#### Information Rights Management

#### Word and Windows Updates