



Harness the power of the world's leading Word Processing application.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Course Length: 1.0 days

## Word 2007 Advanced Course Outline

### Foreword:

Whether you are a business writer, a marketer, or someone who uses the software for general document creation and handling, the skills included in this MS Word 2007 course will help you maximise your use of many powerful Word features to create effective, visually attractive and useful documents.

### Outcomes:

- Use the features of the Word Window: zoom, views, how to arrange windows, splitting a document, and using the document map
- Add ClipArt images and pictures from a file, use the Picture Tools tab, and move or delete added images
- Work with SmartArt by inserting SmartArt shapes, adding, moving or deleting SmartArt images, and making use of the SmartArt Tools tab
- Quickly add tables, text, and styles by using the Table Tools tab features
- Maximize your use of tables by adding, resizing, moving and deleting rows
- Insert special objects such as a cover page or WordArt, and draw shapes or add a text box
- Enhance your document's usability by adding a table of contents page, adding footnotes, endnotes, and citations, adding a bibliography, and inserting an index
- Work with synonyms, use the research task pane, translate screen tips into other languages, and set your default language
- Review a document electronically, add and review comments, track and review changes, and compare two documents
- Customise your personal operating environment in Word by minimising the ribbon, using the Quick Access toolbar, and tweaking the Word colour scheme.

#### Word 2007 Advanced Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

#### Word 2007 Advanced Training Course - Lesson 2 **Working with the Word Window**

- Using Zoom
- An Overview of Word's Views
- Arranging Windows
- Splitting a Document
- Using the Document Map

#### Word 2007 Advanced Training Course - Lesson 3 **Adding Pictures**

- Inserting Clip Art
- Inserting a Picture from a File
- Using the Picture Tools Tab
- Moving or Deleting a Picture

#### Word 2007 Advanced Training Course - Lesson 4 **Adding SmartArt**

- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt

#### Word 2007 Advanced Training Course - Lesson 5 **Adding Tables**

- Inserting a Table
- About QuickTables
- Adding Text
- About the Table Tools Tab
- Applying a Style

#### Word 2007 Advanced Training Course - Lesson 6 **Advanced Table Tasks**

- Resizing Rows and Columns
- Adding Rows and Columns
- Deleting Rows and Columns
- Moving Rows and Columns

#### Word 2007 Advanced Training Course - Lesson 7 **Inserting Special Objects**

- Adding a Cover Page
- Adding WordArt
- Drawing Shapes
- Adding a Text Box

#### Word 2007 Advanced Training Course - Lesson 8 **Adding In-Document References**

- Adding a Table of Contents
- Managing Sources
- Adding Footnotes, Endnotes, and Citations
- Inserting a Bibliography
- Creating an Index

#### Word 2007 Advanced Training Course - Lesson 9 **Advanced Research Tasks**

- Viewing Synonyms
- Using the Research Task Pane

#### Word 2007 Advanced Training Course - Lesson 10 **Reviewing a Document**

- Adding a Comment
- Reviewing Comments



- Using Translation Screen Tips
- Setting Your Language

- Tracking Changes
- Reviewing Changes
- Comparing Documents

Word 2007 Advanced Training Course - Lesson 11  
**Customising Word**

- Minimising the Ribbon
- Customising the Quick Access Toolbar
- Accessing Word's Options
- Changing Word's Colour Scheme

Word 2007 Advanced Training Course - Lesson 12  
**Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

**Web Links:**

View this course online:

<http://pdtraining.com.au/word-2007-advanced-training-course>

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