

Microsoft Word 2007 Level 3

Ideal for Short Courses: 1 day (6 – 8 hours)

General Description

Microsoft Word 2007 Level 3 is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This publication focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Level 1 and Level 2 of this series. 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.

Learning Outcomes

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

- Use bookmarks to mark and locate text
- Create tables of content and indexes
- Create longer, more structured documents using Master Documents and various page techniques
- Insert data into documents from other sources
- Automate documents using fields and macros
- Create smarter merge operations
- Create complex drawings using SmartArt
- Collaborate with colleagues and track changes made to documents
- Protect documents from unauthorized changes
- Create electronic forms.

Publications in Series

INF712 Level 1 (ISBN 978-1-921340-04-8)

INF713 Level 2 (ISBN 978-1-921340-05-5)

INF714 Level 3 (ISBN 978-1-921340-06-2)

INF772 Level 1 – with Challenge Exercises (ISBN 978-1-921340-09-3)

INF773 Level 2 – with Challenge Exercises (ISBN 978-1-921340-10-9)

INF774 Level 3 – with Challenge Exercises (ISBN 978-1-921340-11-6)

The challenge exercises are additional end-of-chapter exercises designed to challenge the learner's understanding of the concepts covered in the preceding chapter. They can be used to entertain faster learners, as assessments, or simply as an informal test of the learner's ability to perform the tasks. The challenge exercises are available either inbuilt into the courseware (as above) or on the Office 2007 Extras CD.

Options Available

- ✓ Content can be further customised to customer requirements*
- ✓ Rebadging available to accommodate customer's cover, footer details, etc*
- ✓ Can be purchased as an electronic licence
- ✓ Courseware files can be downloaded free of charge from our website
- ✓ Additional resources (test banks, outline, lesson plans, support sheets, challenge exercises, solutions, etc) available on the *Office 2007 Extras CD*

Note: Content customisation and rebadging subject to minimum quantities.

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Table of Contents

Page Techniques

- Inserting A Cover Page
- Inserting A Blank Cover Page
- Adding A Watermark
- Creating A Custom Watermark
- Removing A Watermark
- Applying Page Colours
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Saving To PDF

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- Viewing A PDF

Merging Techniques

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- Selecting Specific Recipients
- Filtering Recipients For Merging
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SmartArt

- Creating An Organisation Chart
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- Deleting A Macro
- Creating A MacroButton Field
- Copying A Macro
- Tips For Developing Macros

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- Modifying An Embedded Worksheet