

Microsoft Word 2007 Level 3 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Word 2007 Level 3 (with Challenge Exercises) are sufficient to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures.
Learning Outcomes	At the completion of Microsoft Word 2007 Level 3 (with Challenge Exercises) you should be able to: • work with various page techniques • save a document as a PDF and view it in a PDF reader • perform more complex merge operations • create and work with SmartArt • create and use building blocks • create, use and delete bookmarks • create and modify fields • create and use interactive fields. • create and remove several forms of protection for your document • create and work with electronic forms in Word • create and work with macros • insert content from other sources
Target Audience	Microsoft Word 2007 Level 3 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge of Word beyond creating basic documents.
Prerequisites	Microsoft Word 2007 Level 3 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	206 pages
Approx* Duration	34.3 hrs
Course Disk	Many of the topics in Microsoft Word 2007 Level 3 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF774.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, May 27, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information

Microsoft Word 2007 Level 3 (with Challenge Exercises)

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Inserting A Blank Cover Page
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Your supplier is:

Product Information



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- Practice Exercise

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- Practice Exercise

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- Embedding An Excel Worksheet
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- Practice Exercise

Concluding Remarks

Your supplier is:

Product Information