

Word 2007 Level 3

1-day course
Course Code: W173

Who should attend? This course is intended for participants who are familiar with Microsoft Office Word 2007.

Prerequisites Microsoft Office Word 2007 - Level 2

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Assign themes and insert graphics to add visual appeal to documents and use WordArt and text boxes to enhance document layout
- Add columns, headers, and footers to enhance page layout and use tables to sort, calculate, and chart data
- Use Outline View to organize documents, use sections to control document layout, add references to navigate and display document information, and create tables of contents and indexes
- Insert revisions and comments in a document to track changes, protect a document from being edited, compare and merge documents to review changes, and add comments to document summaries
- Record and edit macros to automate repetitive actions, customize the Quick Access Toolbar to quickly access macros and commands

Course Content

Enhancing Publications with Graphics
Inserting Files and Graphics; Inserting WordArt and SmartArt; Adding Other Artwork; Assigning Themes

Building Page Layout
Formatting Text in Columns; Adding Headers and Footers; Sorting Text; Calculating and Charting Data

Document Organization
Outline View; Sections; References; Tables of Contents; Indexes

Revising Documents
Managing Revisions in a Document; Inserting Comments in a Document; Protecting a Document; Comparing Documents; Working with Document Information

Automating Actions
Recording and Running Macros; Editing Macros; Customizing the Quick Access Toolbar
