

# Exact Business Solutions Pty Ltd

## Course Outlines

### EBS-250 Microsoft Word Advanced 2007

A Two-Day Guide

Ref No. DD199

**Course Aims** This course aims to enhance your computer productivity with Advanced skills in the use of Microsoft Word 2007. It is designed to introduce the techniques associated with automation, importing and advanced formatting and design.

**Objectives** At the end of the course, you will have learned to:

- Insert Pictures and use Text Wrapping
- Use Captions
- Customise Word
- Use Multiple Documents
- Merge Documents using Query Options
- Create Forms
- Place Text in Columns and insert Sections
- Use Outline Numbering
- Search for Files
- Create Mailing Labels
- Create a Template
- Create a Macro
- Customise the Toolbar
- Create a Table of Contents and an Index
- Track Changes in a document
- Use the Drawing Tools
- Insert Objects - Charts, WordArt, Equations, Diagrams
- Create a multi-page Web site using frames

**Number of Pages** 215

**Audience** The course is aimed at those participants who have spent a considerable amount of time using Word 2007 and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work.

**Prerequisites** A sound knowledge of Microsoft Word 2007 is necessary.

**Course Length** In a training environment this course is suitable for two days.

**Course Structure** The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

# EBS-250 Microsoft Word Advanced 2007 in Detail

## Learning Outcomes

### The Ribbon

### The Microsoft Office Button

### The Quick Access Toolbar

### Revision

- Table Revision
- Finishing Touches

### Inserting Pictures

- Searching for a Picture
- Choosing a Picture
- Sizing the Picture

### Text Wrapping

- Text Wrapping Options
- Moving a Picture
- Editing Wrap Points

### Formatting the Picture

- Picture Borders
- Textured Fills
- Cropping a Picture
- Adding more Fill
- Brightness and Contrast
- Colour Control

### Washout

### Captions

- Adding Captions
- Adding a Figure Number

### Customising Word

- Setting the Default Font
- Recently Used Files
- On Your Own

### Multiple Documents

- Splitting a Window
- The Split Box
- Opening Multiple Documents
- Dragging Text between Documents

### AutoSummarize

- Starting the Summary
- Viewing the Summary
- Changing the Percent of Original
- Creating a Separate Summary

### Page Borders

- Border Art
- Border Options
- More Border Options

### Mail Merge

- Field Names
- Adding a Field Name
- New Address List
- The Data Records
- Typing the Main Document
- Previewing the Letters
- Performing the Merge
- Mail Merge Recipients
- Filter

## Mailing Labels

- Label Options
- Adding Fields to the Label
- Previewing your Labels
- Performing the Merge

## Advanced Table Features

- Formulas Revision

## Merging and Splitting Cells

- Splitting Cells

## Table Headings

### Tabs in Tables

- Decimal Tabs in Tables
- Inserting Tabs in Tables

## Updating Table Formulas

### Text Direction

### Converting Tables

- Converting Tabs to a Table
- Splitting the Table

### Replacing Characters

- Converting Spaces to Tabs
- Converting Text to a Table
- Sorting the Table

### Forms

- Creating a new Form

### Legacy Form Fields

- Drop-Down Form Fields
- Text Form Fields
- Check Box Form Fields
- Custom Help Text
- Protecting the Form
- Saving a Form as a Template
- Using a Form

### Footnotes

- Inserting Footnotes
- Navigate Footnotes
- Show/Hide Footnotes
- Footnote Options

### Columns and Sections

- Creating Columns
- Multiple Column Formats
- Creating Sections
- Inserting a Column Break
- Exercise – Columns and Sections

### Section Breaks

- Inserting a Section Break
- Numbering a Section

### Finding Files

- Searching for Specific Files
- Choosing Search Criteria
- Choosing the Search Location
- Saving the Search
- Opening the File
- Printing a File
- Copying a File
- List View
- Deleting a File
- Selecting Multiple Files

**Templates**

- Creating a Template
- Creating the Fillin Fields
- Viewing Fields
- Saving the Template
- Using the Template

**Macros**

- Creating a Macro
- Assigning the Macro to the Quick Access Toolbar
- Formatting the Macro Icon
- Recording the Macro Actions
- Using the Macros Dialog Box
- Deleting the Macro

**Customising the Quick Access Toolbar**

- Removing an Icon
- Adding an Icon

**Outline Numbering**

- Numbering Paragraphs
- Renumbering

**Heading Numbering**

- Removing Heading Numbering

**Table of Contents**

- Generating the Table of Contents
- Using Hyperlinks
- Updating the Table of Contents

**Indexes**

- Compiling the Index
- The Index
- Changing the Index Format
- Updating the Index

**Tracking Changes**

- Highlighting Changes
- Track Changes Options
- Reviewing Changes
- Turning Off Changes

**Charts**

- Editing Data
- Changing the Chart Type
- Sizing the Chart
- Sizing the Legend
- Rotating a Chart
- A Data Table
- Deleting a Series Axis
- Formatting the Chart
- Returning to Word

**WordArt**

- The WordArt Gallery
- Editing the Text
- The WordArt Tools Format Tab
- Text Wrap
- The Adjustment Handle
- Diagramming
- Adding Shapes
- Diagram Style Gallery
- Changing Layouts
- Exercise

**Printed Watermarks****Equation Editor**

- Creating a Equation

**Using Excel with Word**

- Editing the Worksheet

**Linking**

- Linking
- Establishing the Link
- Testing the Link

**Shapes Tools**

- The Shapes Tools
- Drawing and Formatting Shapes
- Exercise – Using Shapes

**Revision Exercise One**

- Character Quick Keys
- Symbols
- Paragraph Quick Keys
- Other Handy Keys