

Course WRD0703: Microsoft Word 2007 – Advanced Level

One Day, Instructor Led

Prerequisites

- Word 2007 - Basic

Course Details

Unit 1: Mail merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

Unit 2: Objects and backgrounds

- Objects
- Document Backgrounds

Unit 3: Forms

- Form Fields
- Form Protection
- Sharing and Securing Documents

Unit 4: Macros

- Recording and Running Macros
- Modifying and Deleting Macros

Unit 5: Toolbar and Keyboard Customization

- Customizing the Quick Access Toolbar
- Customizing Keyboard Shortcuts

Unit 6: Long Documents

- Master Documents
- Tables of Contents and Figures
- Indexes, Bibliographies, References

Unit 7: XML Features

Working with
XML

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note