

**Course Outline:** Microsoft Word Advanced

**Learning Method:** Instructor-led Classroom Learning

**Duration:** 16 hrs

**Overview:**

Through Microsoft Word Advanced, Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

**Who should attend:**

This course targets individuals interested in learning the features of Microsoft Word Version 2007 and individuals pursuing the Microsoft Word Version 2007 Expert certification

**At course completion:**

Individuals who earn Microsoft Office 2007 Expert certifications have proven their skills using Microsoft Office applications. The Microsoft Word 2007 Expert certification is widely recognized by businesses in all industry sectors as a standard for workforce competency

**Outline:**

**Unit 1: Styles**

**Topic A:** Examining formatting

**Topic B:** Creating styles

**Topic C:** Modifying styles

**Topic D:** Outlining

**Topic E:** Using Full Screen Reading view

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**Unit 2: Sections and columns**

**Topic A:** Creating and formatting sections

**Topic B:** Working with columns

**Unit 3: Formatting tables**

**Topic A:** Table formatting basics

**Topic B:** Borders and shading

**Topic C:** Table data

**Topic D:** Table styles

**Unit 4: Printing labels and envelopes**

**Topic A:** Labels

**Topic B:** Envelopes

**Unit 5: Templates and building blocks**

**Topic A:** Template basics

**Topic B:** Building blocks

**Topic C:** Document properties

**Unit 6: Graphics**

**Topic A:** Diagrams

**Topic B:** Drawing tools

**Topic C:** Formatting text graphically Word 2007: Intermediate Topic-Level Outline

**Unit 7: Managing document revisions**

**Topic A:** Tracking changes in a document

**Topic B:** Working with comments

**Unit 8: Web features**

**Topic A:** Web pages

**Topic B:** Hyperlinks

**Unit 9: Mail merge**

**Topic A:** Form letters

**Topic B:** Data sources for the recipient list

**Topic C:** Mailing labels and envelopes

**Unit 10: Objects and backgrounds**

**Topic A:** Objects

**Topic B:** Document backgrounds

**Unit 11: Forms**

**Topic A:** Form fields

**Topic B:** Form protection

**Topic C:** Sharing and securing documents

**Unit 12: Macros**

**Topic A:** Recording and running macros

**Topic B:** Modifying and deleting macros

**Unit 13: Toolbar and keyboard customization**

**Topic A:** Customizing the Quick Access toolbar

**Topic B:** Customizing keyboard shortcuts

**Unit 14: Long documents**

**Topic A:** Master documents

**Topic B:** Tables of contents and figures

**Topic C:** Indexes, bibliographies, and other references

**Topic D:** Bookmarks and cross-references

**Topic E:** Web frames

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**Unit 15: XML features**

**Topic A: Working with XML**

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