

# MS Office 2007

## MS Office Word 2007™ Advanced

**Duration:** 1 Day

### Overview

Microsoft Word 2007 offers many features to automate long documents, reports and contracts. Adding captions to graphics and cross references and paragraph numbering in the text are very useful but the most popular feature is the automatic table of contents. This course focuses on those features and many many more which allow you to control your document and make future editing really easy.

### Who Should Attend

This course is suitable for secretaries and PA's who are responsible for producing long or complex documents. Equally, if you are given the task of producing reports, manuals or preparing documents for presentation to clients you will enjoy and learn lots.

### Objectives

Delegates will learn how add fields to documents. Fields, such as captions, cross references and Table of Contents mean that after major editing on the document it is possible to update all - at the touch of a button. Delegates will also learn how to create macros to automate processes, protect confidential documents with security and format longer documents using style sheets.

### Course Contents

- Recap – Shortcuts, Tips & Tricks
- Using document styles to automate formatting
- Creating New Styles
- Advanced Editing of Style Sheets
- Managing large documents with Page and Section Breaks
- Handling different page layouts in the same document
- Starting and Stopping Headers and Footers
- Controlling Page numbering
- Newspaper columns and news letters
- Inserting Graphics & Controlling positions on page
- Inserting Charts and managing surrounding text
- Adding Captions and Cross References
- Creating an Automatic Table of Contents
- Working with multiple versions of a document
- Revision markers
- Using OLE to link with other applications
- Creating Macros to Automate tasks

*Fairgold*

