

Word 2007 Advanced

What this course has to offer

With this course you will learn to professionally utilize advanced techniques in Word 2007. You will be working with fields, forms and mail merge. You will also learn how to design graphical objects and how to integrate them into your document. You will create your own references, e.g. an index or table of contents.

What are the course requirements?

Sound knowledge of Word basics, as offered in the course Word 2007 Basics

Number of lessons: 50

Processing time approx. 6,5 h

The Learning Contents Overview:

Chapter 1: Managing Documents

Organising Documents
Setting the Security Options for Documents
Save Options for Documents
Setting Document Properties
Using the AutoRecover Feature
Importing and Exporting Files
Saving Word Documents as Web Pages

Chapter 2: Printing with Word

Using the Print Preview
Special Print Settings
Printing Envelopes and Labels

Chapter 3: Using Quick Parts

Creating and Inserting Quick Parts
Editing Quick Parts

Chapter 4: Spelling, Hyphenation and Thesaurus

Checking Spelling and Grammar
Using the AutoCorrect Feature
Adding Hyphenation
Synonyms and Translations

Chapter 5: Templates

Using and Creating Document Templates
Editing Document Templates

Chapter 6: Creating Mail Merge

The Basics of Mail Merge
Starting Mail Merge

Creating a Mail Merge Letter
Printing a Mail Merge Letter
Editing an Existing Data Source
Printing Directories, Envelopes and Labels

Chapter 7: Sections, Columns, Headers, Footers, Footnotes

Working with Sections
Creating Columns of Text
Creating Headers and Footers
Creating Individual Headers and Footers
Inserting Page Numbers
Creating Footnotes and Endnotes

Chapter 8: Outlines

Create a Document Outline
Viewing and Modifying an Outline

Chapter 9: Directories

Creating a Table of Contents
Editing a Table of Contents
Generating an Index

Chapter 10: Graphical Design Options

Creating Drawings
Editing Drawings
Drawing and Editing Text Boxes
Using WordArt Objects
Adding a Watermark to a Document

This course, designed according to didactical standards, provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide Microsoft Word 2007 Basics.