

Desktop application

MICROSOFT WORD 2007-2016 LEVEL 3

Course content

Advanced Formatting

- > Text Flow, Widows and Orphans
- > Add borders and shading to paragraphs
- > Create and modify page borders
- > Styles

Mail Merge

- > Merge to documents
- > Conditional mail merge
- > Merge to labels

Page Layout

- > Backgrounds and Watermarks
- > Alternate headers and footers
- > Different first page headers and footers
- > Using Go To

File Management

- > Protecting documents
- > Set a password for a document

Symbols and Specials Characters

- > Insert Symbols
- > Insert special characters
- > Insert fields

Forms

- > Display the Developer Tab
- > Create and Modify Forms
- > Form Controls

Reference Documents

- > Create a Table of Contents
- > Create an Index
- > Create a Cross-Reference
- > Create a Bookmark
- > Create Footnotes and Endnotes

Workgroup Authoring

- > Configure reviewer settings
- > Tracking Changes
- > Adding Comments
- > Modify / Delete Comments

Course objectives

At the end of the course delegates will be able to set up template documents incorporating layouts and styles and they should be able to produce standard documents efficiently.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

Delegates should have completed the Microsoft Word L2 course or have equivalent knowledge and experience.