

Microsoft Office Word 2007: Level 3

Objectives: You will add complexity to Microsoft Office Word 2007 documents and create personalized efficiency tools in Microsoft Word 2007.

Designed for: This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools.

Pre-requisites: Learners should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Learners can obtain this level of skill by taking the following Element K course: Word 2007: Level 1 and Word 2007: Level 2.

Course Content:

Using Microsoft Office Word 2007 with Other Programs

- Link to a Microsoft Office Excel 2007 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to Microsoft Office PowerPoint
- Enter Text from a Fax
- Send a Document as an Email Message

Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and Bibliography

Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Automatically Summarize a Document

Securing a Document

- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts