



Course Length: 1.0 days

Harness the power of the world's leading Word Processing application.

This dynamic training course is available now throughout Hong Kong, including Central.

This Word 2007 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote or enroll now into the next public course date.

Word 2007 Advanced Course Outline

Foreword:

Whether you are a business writer, a marketer, or someone who uses the software for general document creation and handling, the skills included in this MS Word 2007 course will help you maximize your use of many powerful Word features to create effective, visually attractive and useful documents.

Outcomes:

- Use the features of the Word Window: zoom, views, how to arrange windows, splitting a document, and using the document map
- Add ClipArt images and pictures from a file, use the Picture Tools tab, and move or delete added images
- Work with SmartArt by inserting SmartArt shapes, adding, moving or deleting SmartArt images, and making use of the SmartArt Tools tab
- Quickly add tables, text, and styles by using the Table Tools tab features
- Maximize your use of tables by adding, resizing, moving and deleting rows
- Insert special objects such as a cover page or WordArt, and draw shapes or add a text box
- Enhance your document's usability by adding a table of contents page, adding footnotes, endnotes, and citations, adding a bibliography, and inserting an index
- Work with synonyms, use the research task pane, translate screen tips into other languages, and set your default language
- Review a document electronically, add and review comments, track and review changes, and compare two documents
- Customize your personal operating environment in Word by minimizing the ribbon, using the Quick Access toolbar, and tweaking the Word color scheme.

Word 2007 Advanced Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

Word 2007 Advanced Training Course - Lesson 2 **Working with the Word Window**

- Using Zoom
- An Overview of Word's Views
- Arranging Windows
- Splitting a Document
- Using the Document Map

Word 2007 Advanced Training Course - Lesson 3 **Adding Pictures**

- Inserting Clip Art
- Inserting a Picture from a File
- Using the Picture Tools Tab
- Moving or Deleting a Picture

Word 2007 Advanced Training Course - Lesson 4 **Adding SmartArt**

- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt

Word 2007 Advanced Training Course - Lesson 5 **Adding Tables**

- Inserting a Table
- About QuickTables
- Adding Text
- About the Table Tools Tab
- Applying a Style

Word 2007 Advanced Training Course - Lesson 6 **Advanced Table Tasks**

- Resizing Rows and Columns
- Adding Rows and Columns
- Deleting Rows and Columns
- Moving Rows and Columns

Word 2007 Advanced Training Course - Lesson 7 **Inserting Special Objects**

- Adding a Cover Page
- Adding WordArt
- Drawing Shapes
- Adding a Text Box

Word 2007 Advanced Training Course - Lesson 8 **Adding In-Document References**

- Adding a Table of Contents
- Managing Sources
- Adding Footnotes, Endnotes, and Citations
- Inserting a Bibliography
- Creating an Index

Word 2007 Advanced Training Course - Lesson 9

Word 2007 Advanced Training Course - Lesson 10



Advanced Research Tasks

- Viewing Synonyms
- Using the Research Task Pane
- Using Translation Screen Tips
- Setting Your Language

Word 2007 Advanced Training Course - Lesson 11

Customizing Word

- Minimizing the Ribbon
- Customizing the Quick Access Toolbar
- Accessing Word's Options
- Changing Word's Color Scheme

Reviewing a Document

- Adding a Comment
- Reviewing Comments
- Tracking Changes
- Reviewing Changes
- Comparing Documents

Word 2007 Advanced Training Course - Lesson 12

Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/word-2007-advanced-training-course>

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