

## UPGRADING TO WORD 2007 WORKSHOP

Duration	1 Day
Pre-Requisite Training	Word 2003 Advanced

### COURSE OUTLINE

- Getting Started with Word 2007;
- The new 2007 Interface;
- Using Page Setup and Print Preview;
- The Quick Access Toolbar;
- Ribbons and Chunks;
- The Word 2007 Ribbons;
- Working with Pages;
- Creating Basic Headers and Footers;
- Using Language Tools;
- Using Building Blocks;
- Creating a Table of Contents;
- Creating a Bibliography;
- Making your Document Consistent;
- Creating SmartArt;
- Using Text Boxes;
- Using the Quick Style Gallery;
- Changing your Styles;
- Making Word Work Backwards;
- Working with XML.

### COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Recognise the new features in Word 2007;
- Learn about the different features of the new Word 2007 interface;
- Use of all Printing and Preview functions;
- Use the Office menu;
- Use the Quick Access toolbar;
- Use ribbons, chunks, and option buttons;
- Use the Ribbons;
- Full use of Headers and Footers;
- Use the Building Blocks feature;
- Add Watermarks, Quick Parts to the Building Blocks;
- Create a Table of Contents;
- Create a Bibliography;
- Insert Citations and Manage Sources of Information;

- Use Themes, Colours, Fonts, and Effects to make your document consistent;
- Create and modify SmartArt;
- Create Styles from existing text;
- Use the Style Inspector;
- Manage your list of styles;
- Publish as a PDF or XPS file;
- Use compatibility packs for Word 2003;
- Create a custom SmartTag;
- Publish documents to a Document Management Server.

