

## WORD 2007 ADVANCED

Unit Standard	119078, 116942, 258877
NQF Level	3-4
Credits	12
Duration	1 Day
Pre-Requisite	Microsoft Word 2007 Intermediate

### SYNOPSIS

This one-day instructor led course provides students with practice at working with the more advanced features and functions of Microsoft Office Word 2007. The delegates will learn how to work with longer documents

### COURSE OUTLINE - 2007

- Reorganize a document outline;
- Work with templates;
- Find the most appropriate word;
- Research information and translate text;
- Save a file in a different format;
- Create and modify a Web document;
- Create a blog post;
- Create an XML document;
- Send a document directly from Word;
- Track and manage document changes;
- Add and review comments;
- Compare and merge documents;
- Password-protect a document;
- Prevent changes;
- Use document workspaces;
- Create and modify a table of contents;
- Create and modify an index;
- Add bookmarks and cross-references;
- Add hyperlinks;
- Add sources and compile a bibliography;
- Understand mail merge;
- Prepare data for mail merge;
- Prepare a form letter;
- Merge a form letter with its data source;
- Send a personalised e-mail message to multiple recipients;
- Create and print labels;
- Change default program options;
- Make favourite Word commands easily accessible;
- Make commands available with a specific document and create a custom keyboard shortcut;

## **COURSE OUTCOMES**

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

- Work with Advanced Tools;
- Apply Referencing Techniques;
- Review Documents Efficiently;
- Managing Documents Effectively.

## WORD 2010 ADVANCED

### SYNOPSIS

This one-day instructor-led course provides learners with an overview of the more advanced features and functions of Microsoft Word 2010.

### COURSE OUTLINE

- Explore More Text Techniques;
- Use Reference Tools for Longer Documents;
- Work with Mail Merge;
- Collaborate on Documents;
- Work in Word More Efficiently.

### COURSE OUTCOMES

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

- Add hyperlinks;
- Insert fields;
- Add bookmarks and cross-references;
- Create and modify tables of contents;
- Create and modify indexes;
- Add courses and compile bibliographies;
- Understand mail merge;
- Prepare data sources;
- Prepare main documents;
- Merge main documents and data sources;
- Send personalised e-mail messages to multiple recipients;
- Create and print labels;
- Co-author documents;
- Send documents directly from Word;
- Add and review comments;
- Track and manage document changes;
- Compare and merge documents;
- Password-protect documents;
- Control changes;
- Work with styles and templates;
- Change default program options;
- Customise the ribbon;
- Customise the Quick Access Toolbar.