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**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

Word 2003/2007 – Beginners } or equivalent experience

Word 2003/2007 – Intermediate }

**Overview:**

Students will learn advanced features of Word 2003/2007

**Outline:**

<b>Review of Basics</b>	Formatting, Templates, Tables
<b>Mail Merge</b>	Creating a mail merge document Creating and editing the data source Filter and sorting options Producing labels Mail merge using other applications
<b>Creating Charts</b>	Creating Graphs Organisation Charts Diagrams
<b>Forms</b>	Creating forms using tables Online forms
<b>Advanced Editing</b>	Using the Reviewing toolbar Adding comments Captions Bookmarks
<b>Integrating Applications</b>	Linking and embedding
<b>Working with Long Documents</b>	Outlining Contents and Index
<b>Introduction to Macros</b>	Recording and running a macro Adding a macro to the toolbar
<b>Advanced Graphics</b>	Word wrapping AutoShapes Grouping and stacking Watermarks
<b>Customising Word</b>	Customising toolbars File locations User information

**Next Steps:**

Please contact us to discuss bespoke course content.

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