

Introduction to the Course	It is essential that delegates have successfully completed the Word 2007 Introductory and Intermediate courses, or have gained similar knowledge within the work environment.
Objectives	This course is designed to enhance delegates understanding of Word, so that they can build more complex documents using graphics, fields, automation and other applications.

Course Content

Automating Word

Using Fill-in And Other Field Codes
Creating And Using Online Forms

Advanced Formatting

Adding Captions To Tables And Graphs
Using Multiple Columns

Long Documents

Cross Referencing With Hyperlinks
Use Master Document Tools
Generating A Table Of Contents
Generating An Index
Creating And Referencing Bookmarks
Creating Footnotes
Reviewing and Tracking Changes
Compare and Merge documents

Publications

Inserting And Editing Clip Art
Using Microsoft WordArt
Using SmartArt
Inserting Graphs

Styles and Themes

Styles and Themes

Working with Other Applications

Copying And Linking Data From Excel To Word
Saving In XML Format
Marking Up A Document With XML

Creating Web Documents

Creating And Using Hyperlinks

Customising Word

Customising the Quick Access Toolbar
Assigning Commands To Shortcut Keys

MACROS

Record A Macro
Assign a Macro to an Object
View the Macro Code
A Brief introduction to the VBA environment