



Innovative Management & Professional Training

Training Venue: Unit 201, Alista Towers

Tel. 345-943-4678

ADVANCED WORD 2007

(A 6-hour Program)

Increase your competence in Word by learning advanced skills!!

Learn more about the intricacies of WORD 2007. If you have completed an Intermediate WORD program or just need to sharpen your skills, give us 6 hours and we will show you the advanced features that make WORD a valuable resource.

Course Content

- **What's New in WORD 2007**
- **Columns**
 - Creating Multiple-Column Layouts
 - Keying, Editing, and Formatting Text in Columns
 - Formatting and Controlling Columns
- **Page Numbers, Headers, and Footers**
 - Adding and Varying Page Numbers
 - Adding and Linking Section Headers and Footers
 - Creating Continuation and Alternate Page Headers / Footers
- **Applying, Creating, and Modifying Styles**
 - Applying and Creating Styles
 - Modifying and Renaming Styles
 - Using Style Options, Auto format and the Style Gallery
- **Templates**
 - Using and Creating Templates
 - Attaching and Modifying Templates
 - Copying Styles and AutoText to Another Template
- **Mail Merge**
 - Creating and Editing Mail Merge Documents
 - Using Data from Other Applications (Word, Excel, or Outlook)
 - Sorting and Filtering a Data Source
- **Creating Textboxes, Diagrams, and Charts**
- **Find and Replace (Basic and Advanced Features)**
 - Finding Text
 - Finding and Replacing Text
 - Finding and Replacing Special Characters
 - Finding and Replacing Formatting

Maximum No. of Participants: 8

