

Course outline for MS Word 2007 - Advanced level

LINKING AND EMBEDDING

- Linking and embedding objects
- Embedding an Excel chart
- Formatting an embedded worksheet within a document
- Editing an embedded object
- Linking an Excel chart to a Word document.
- Using the 'Insert Chart' command

THEMES

- Using Themes

STYLES

- Applying styles
- Modifying styles
- Creating styles
- Using Outline View with header styles
- Viewing a document in Outline View
- Creating a document in Outline view

MAIL MERGE

- Using the Mail Merge Wizard
- Creating a mailing list
- Merging to produce labels
- Conditional mail merging

CUSTOMISING MS WORD

- Microsoft Word templates
- Saving documents to a specific location
- Saving document using different formats
- Using the Zoom
- Page views
- Controlling the display of items within Microsoft Word
- Screen display options
- Modifying Word options
- Hyphenation
- Setting automatic hyphenation
- Hyphenation options

TEXT BOXES

- Inserting a Text Box
- Resizing, moving and deleting a Text Box
- Inserting text or a graphic into a Text Box
- Formatting Text Boxes
- Linking Text Boxes



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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