

## Microsoft Word 2007 Advanced – 1 Day

Having completed the Foundation and Intermediate course, or equivalent, you will be ready to move on to the more advanced tasks that Word can provide solutions for.

After completing this course you should be able to carry out work to a very high level using Word, after that it is just practise.

In this course the following areas will be covered, we can also teach this content in either Word XP or 2003

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### Section One: Working with Graphics

- Working with Images
- Working with ClipArt
- Working with WordArt
- Using AutoShapes
- Arranging Graphics

### Section Two: Working with Advanced Graphics and Objects

- Using Building Blocks
- Creating SmartArt
- Editing SmartArt
- Using Text Boxes
- Embedding Objects

### Section Three: Using Tables

- Creating Tables
- Editing Tables
- Applying Basic Formatting
- Advanced Formatting
- Using Border Buttons
- Using the Table Dialogue

### Section Four: Doing more with Tables

- Advanced Table Tasks
- Advanced Data Tasks
- Using the Equation Ribbon
- Saving an Equation to the Gallery
- Working with Charts

### Section Five: Using Styles

- Using the Quick Style Gallery
  - Changing Styles
  - Using the Style Pane
  - Doing more with Styles
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### Section Six: Advanced Topics

- Modifying Basic Word Options
- Modifying Advanced Word Options
- Information Rights Management
- Word & Windows



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