

Microsoft Word 2007 Advanced Level

Course Objectives:

This course is designed for experienced users of Microsoft Word 2007 who wish to enhance their skills and learn how to use the more advanced features of Word, such as macros and mail merges.

Prior Knowledge Required:

Experience of working with Microsoft Word 2007 is required. Ideally delegates should have attended the Introductory Level and Intermediate Level courses, or have equivalent knowledge.

Course Duration: 1 day.

Mail Merging

- Concepts and Uses of Mail Merging
- Creating a Data Source File
- Creating a Main Document
- Merging Documents
- Selective Merging
- Using Fields in the Main Document
- Creating Mailing Labels and Envelopes

Advanced Features of Tables and Forms

- Using Tables
- Creating Formulas
- Splitting and Merging Cells
- Sorting Data Within a Table
- Designing a Form

Toolbars

- Creating and Customising Toolbars

Working With Macros

- Understanding the Concept of Macros
- Recording a Macro
- Running a Macro
- Assigning Macros to Menus and the Toolbar
- Deleting Macros



Quality Training (Scotland) Limited

T: 0845 124 9229

E info@quality-training.co.uk

www.quality-training.co.uk

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