



# Microsoft Word 2007 Workshops

## Advanced – Pick your own topics

<b>Introduction</b>	Microsoft Word is one of the world's best selling Windows word processors. This latest release takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration and linking to other Windows products.
<b>Course aims</b>	This intensive hands-on one-day training course has been designed to provide delegates with a solid understanding of advanced Word tools and concepts in order to increase their knowledge and productivity.
<b>Objectives</b>	To give a comprehensive insight into the main Word advanced features. The knowledge gained will enable delegates to produce a wide range of business skills to efficiently and effectively to assist in daily tasks.
<b>Designed for</b>	The course is intended for existing users with a good working knowledge and understanding of Word who want to expand on their capabilities in a short space time. Delegates should have attended our "Microsoft Word Intermediate" course or attained a similar level of proficiency.
<b>Duration</b>	One day training course
<b>Topics</b>	Review the basics (standard) Working with templates Themes Using form fields in templates Form filling templates Merge Tables Application collaboration Using graphics and drawing Importing/exporting data Managing with long documents Master document feature Macros
<b>Follow up</b>	PowerPoint 2007 or Excel 2007 Advanced courses (1 day)
<b>Cost</b>	£185 + vat per person (maximum 8 persons per course - inclusive of lunch)

For further information call

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