

Word 2007

Advanced user

4 Modules - 24 topics

Master themes, styles and templates

The better you understand themes, styles and templates, the faster you will produce attractive documents.

Using the styles pane

Displaying formatting details

Creating a template

Modifying and deleting templates

Changing the template attached to a document

Copying styles to other files

Total number of topics in the module: 6

Put in some variable data

Insert conditional text into a mail merge document or add fields for variable data to any type of document.

Conditional text in a mail merge

Fields for variable data

Total number of topics in the module: 2

Perfect your long documents

Divide a long document into sections and present them differently, assemble documents in a master document. Add the cross references and links that are indispensable in a document published on electronic media.

Sections

Using different headers and footers

Bookmarks

Cross-references

Hyperlinks

Text in columns

Hierarchy of titles

Master documents

Citations and bibliography

Total number of topics in the module: 9

Find out more...

Taking Word further... a look at the possibilities of integration with other software.

Digital signatures

Macros

Creating forms

Protecting and using forms

Discovering the Sharepoint site

Working with documents on a Sharepoint site

Managing document versions with Sharepoint

Total number of topics in the module: 7