

INFORMATION TECHNOLOGY

Microsoft Word 2007 - Intermediate

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General Course Information

General Description:

Microsoft Word 2007 Intermediate extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Set Word options to more easily access files and information
- Work with multiple, concurrent documents
- Further enhance documents and text using advanced formatting features
- Use tabs, and work with bulleted and numbered lists
- Create enhanced tables
- Use timesaving features such as Building Blocks, styles and templates
- Partition longer documents into sections
- Create headers and footers in documents
- Create letters, envelopes and labels
- Perform mail merges
- Incorporate pictures, drawings and WordArt into documents.

Target Audience:

This course is primarily designed for people who need to know how to use Microsoft Word 2007 to enhance existing basic documents or to enhance new documents that they create. It concentrates on a number of document enhancement features such as tables, pictures, and drawings, and using some of the automation and style features to speed up productivity. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Prerequisites:

This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in the Introduction course. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Course Material & Lunch:

A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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Setting File Locations
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Setting Save Options

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THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: *Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in Anutech Court) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking. We recommend North Oval as the most likely available parking area.*