

Advanced Module “Microsoft Word 2007”

Course Goal

Learn all the features of Word 2007 and how to use the application efficiently.

Course Content

- Starting Word
- Closing Word
- Saving a Word document
- The Word ribbon
- The Word workspace
- Options
- Windows help
- Text entry and correction
- Checking spelling
- Formatting, style templates and text blocks
- Page setup
- Headers and footers
- Bullets and numbering
- Outlines
- Inserting and formatting graphics, clip art and Word art
- Illustrations
- Important keyboard shortcuts
- Tables
- Frames and columns
- Form letters
- Labels
- Index and table of contents
- Document template
- Forms
- Editing
- Comments
- Footnotes, end notes and references
- Creating a website
- Bookmarks and hyperlinks
- Using macros
- Special functions

Course Length

32 instructional units

Course Price

Available on request

Course Location:

Kapsch Partner Solutions GmbH, Johann-Hoffmann-Platz 9, 1120 Vienna or
at customer site, by agreement

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