

WORD003: Microsoft Word 2007 Level 3

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course teaches advanced-level functions and features of Word. Students will learn how to perform a mail merge, create and modify forms, work with large documents, and create macros. They'll also learn how to customize menus and toolbars.

Course Outline

Using Mail Merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

Objects and Backgrounds

- Objects
- Document backgrounds

Forms

- Form Fields
- Form protection
- Sharing and securing documents

Macros

- Recording and running macros
- Modifying and deleting macros

Toolbar and Keyboard Customization

- Customizing the Quick Access toolbar
- Customizing keyboard shortcuts

Long Documents

- Master documents
- Tables of content and figures
- Indexes, bibliographies, and other references
- Web frames

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped