

# McMillan Bird

## Word 2007 – Workshop 3

Duration: 1 day

### Course Aim:

This course covers the advanced features available in Word for Windows to make large document creation easier by automating repetitious and often tedious formatting and reformatting.

This course is ideal for users that have completed Workshop 2 or have a good foundation knowledge of Word.

### Learning Outcomes

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

- Save time by using Word's shortcut keys
- Control multi-level paragraph numbering
- Use the Style Inspector
- Create styles and modify styles
- Create custom list and table styles
- Create a Quick Style set
- Create and update a table of contents
- Work with document outline views and maps
- Create and attach templates
- Insert field codes to automate document header and footers
- Create an electronic form using field codes
- Control revision tracking
- Add and delete section breaks
- Create alternating headers and footers
- Set up a document for double sided printing

Training