

# Globe Training Centre – (GTC)

## Advanced MS Word 2007

(Curriculum)

**Training Objective:** To enable advance MS Word 2007 product features for effective document process.

**Training Outcome:** At successful completion participants will be able to automate common tasks, use of templates, and integration with other office applications.

### Content:

- **Using Word Templates**
- **Create user-defined Templates**
- **Working with Macros**
- **Editing Macros**
- **Customizing MS Word 2007 ribbon (toolbars)**
- **Working with Document References**
- **Mailings**
  - Mail merge
  - Email merge
  - Merging to Labels
  - Merging to Envelops
  - Working with MS Access database
- **Customizing Document Views**
- **Working with the Developer**
  - Document protection
  - Working with additional controls
- **Document Reviewing**
- **Web Creations**
- **Working with on-line updates**

**Training Method:** Instructor led practical sessions, and assignments.

**Duration:** 01 Day (08:30 a.m. – 05:00 p.m.)