



Duration: 1 day

Outcome: *Microsoft Word 2007 Level 3* is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This course focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This course also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This course is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

This course assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Level 1 and Level 2 of this series. 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.

- Content:**
- Page Techniques
 - Saving To PDF
 - Merging Techniques
 - SmartArt
 - Building Blocks
 - Bookmarks
 - Table Of Contents
 - Indexing
 - Fields
 - Interactive Fields
 - Master Documents
 - Tracking Changes
 - Protecting Documents
 - Electronic Forms
 - Macros
 - Inserting From Other Sources