



# The Office Wiz Training, Consulting and Support Services

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## **COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: CUSTOMIZING 2007**

If you've switched from Word 2003 to Word 2007, you definitely won't want to miss this critical class designed to help you quickly and easily adjust to the change. In just one hour you'll learn how to work with the ribbon and to customize the new Quick Access Toolbar. You'll also master menu creation as well as how to protect your customizations. Register today and customize Word 2007 to make yourself more efficient and productive.

### **LENGTH**

One 1 hour session.

### **PREREQUISITES**

*Word:* Level 1 or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

### **NECESSARY SOFTWARE AND HARDWARE**

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

### **OTHER WORD CLASSES**

- Microsoft Office Word 2010: Transition from Word 2003
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges

Course Description For  
Microsoft® Office Word® 2007:  
Customizing 2007  
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- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables