

Microsoft ®

Word 2007

Course Outline

Intermediate Level

CUSTOMIZING MICROSOFT WORD

- Microsoft Word templates
- Saving documents to a specific location
- Saving document using different formats
- Using the Zoom
- Page views
- Controlling the display of items within Microsoft Word
- Screen display options
- Modifying Word options
- Hyphenation
- Setting automatic hyphenation
- Hyphenation options

TEXT EDITING

- Inserting special characters and symbols
- AutoCorrect options
- AutoFormat as you type
- Animated text effects
- Text wrapping options
- Text orientation formatting options
- WordArt

PARAGRAPH EDITING

- Paragraph shading options
- Paragraph border options
- Reversing the color of a paragraph
- Widow paragraphs and orphan paragraphs

STYLES

- Applying styles
- Modifying styles
- Creating styles
- Using Outline View with header styles
- Viewing a document in Outline View
- Creating a document in Outline view

TEMPLATES

- Creating a new template based on an existing document or template
- Customizing Normal.dotm
- Recreating a default Normal.dotm file

SECTION BREAKS

- Creating sections within a document
- Viewing and deleting section breaks within a document

COLUMNS

- Creating multiple column layouts
- Additional column formatting options, width and spacing
- Applying and deleting column breaks

TABLES

- Creating a table
- Sorting data within a table
- Formulas and tables
- Merging and splitting cells within a table
- Merging cells
- Splitting cells

GRAPHICS

- Inserting Shapes
- Reordering graphics
- Placing a graphic in front or behind text
- Modifying image colors and borders
- Grouping or ungrouping shapes
- Inserting a watermark

TEXT BOXES

- Inserting a Text Box
- Resizing, moving and deleting a Text Box
- Inserting text or a graphic into a Text Box
- Formatting Text Boxes
- Linking Text Boxes

MAIL MERGE

- Starting the Mail Merge Wizard
 - Using the Mail Merge Wizard
 - Creating a mailing list to be used within a mail merge
 - Merging a mailing list to produce labels
-