



## **Intermediate Word 2004 (MAC)**

**Overview:** Students will learn to increase the complexity of their Microsoft Word 2004 for Macintosh documents by adding components such as customized lists, tables, charts, and graphics. They will also create personalized efficiency tools.

**Prerequisites:** Microsoft Office Word 2004: Level 1 for Macintosh

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Managing Lists**

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

#### **Lesson 2: Customizing Tables and Charts**

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

#### **Lesson 3: Customizing Formatting**

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

#### **Lesson 4: Working with Custom Styles**

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

#### **Lesson 5: Modifying Pictures**

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

#### **Lesson 6: Creating Customized Graphic Elements**

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes

## Create Diagrams

### **Lesson 7: Controlling Text Flow**

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

### **Lesson 8: Automating Common Tasks**

- Run a Macro
- Create a Macro
- Modify a Macro
- Customize Toolbars and Buttons
- Add Menu Items

### **Lesson 9: Automating Document Creation**

- Create a Document Based on a Template
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template

### **Lesson 10: Performing Data Merges**

- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source