



Word 2007: Intermediate

Overview: This course is intended for students who want to learn how to create or modify more complex business documents as well as customize efficiency tools. Students will use Word 2007 to create documents that include customized lists, tables, charts, and graphics. Students will also build personalized efficiency tools.

Prerequisites: Word 2007 Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Managing Lists

- Sort a List
- Renumber a List
- Structure a List on Multiple Levels
- Customize List Appearance

Lesson 2: Customizing Tables and Charts

- Modify Cell Structure
- Position Text in a Cell
- Apply Borders and Shading
- Sort Table Data
- Add Equations
- Perform Calculations in a Table
- Visually Represent Numerical Data

Lesson 2: Customizing Character and Paragraph Formats

- Control Character Appearance
- Control Paragraph Flow

Lesson 4: Customizing Styles for Document Elements

- Create a Text Style
- Modify an Existing Style
- Create a Custom List Style
- Create a Table Style

Lesson 5: Modifying Pictures

- Resize a Picture
- Set Picture Prominence
- Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

- Draw Shapes
- Add Special Effects to Text
- Display Text as Graphic Using Text Boxes
- Create Complex Illustrations

Lesson 7: Structuring Content Using Quick Parts

- Create Building Blocks
- Insert Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Lesson 8: Controlling Text Flow

- Insert Section Breaks
- Add a Header and Footer for a Document Section
- Create a Newsletter Style Layout
- Create Pull Quotes
- Control Text Flow Between Text Boxes

Lesson 9: Automating Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro
- Modify a Macro

Lesson 10: Automating Document Creation

- Create a Document Using a Template Wizard
- Create a Document Based on a Template
- Create a Template
- Change the Default Template Location
- Automate Standard Text Replacement in a Template
- Apply And Customize Document Themes
- Create Custom Themes

Lesson 11: Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source