

Microsoft Word 2007 Intermediate

Overview

The skills and knowledge acquired in Microsoft Word 2007 Intermediate are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Word 2007 Intermediate is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Word 2007 Intermediate assumes delegates have completed Word 2007 Fundamentals or have equivalent knowledge.

Objectives

At the completion of Microsoft Word 2007 Intermediate you should be able to:

- modify Word options
- use a range of formatting techniques to position text
- create and work with various types of tabs
- define and modify lists
- create and manipulate tables at an advanced level
- create and use building blocks
- create and work effectively with themes
- create and apply styles
- manage styles in a document or template
- create and use templates in your documents
- apply and use various types of section breaks
- create and format columns
- insert and work with pictures
- insert and work with shapes
- insert and work with WordArt

Course Duration is 1 Day

Course Code: W6M2

Topics

Setting Word Options

Understanding Word Options
Personalising Word
Setting Display Options
Understanding File Locations
Setting File Locations
Setting Save Options

Multiple Documents

Opening Multiple Documents
Switching Between Open Documents
Arranging All and Viewing Side By Side
Synchronous Scrolling
Resetting The Window Position
Viewing One Or Two Pages
Viewing Page Width
Splitting The Window
Viewing Gridlines
The Document Map & Thumbnails

Formatting Techniques

Creating First Line Indents
Creating Hanging Indents
Inserting Right Indents
Understanding Pagination
Widow And Orphan Control
Keeping With Next and Lines Together
Page Break Before and Hyphenation
Hiding Text
Creating And Using Drop Caps
Understanding Returns
Inserting and Removing Returns
Format Revealing

Tabs

Using Default Tabs
Setting Tabs On The Ruler
Modifying Tabs On The Ruler
Using The Tabs Dialog Box
Tab Leaders and Bar Tabs
Setting Varied Tabs
Removing Tabs

Lists

Understanding Lists
Using The Bullet Library
Defining A New Bullet
Using The Numbering Library
Defining A New Number Format
Setting The Numbering Value
Understanding Multilevel Lists
Using The Multilevel List Library
Changing A List Level
Defining A New Multilevel List
Defining A New List Style
Modifying A List Style

Table Features

Creating A Table From Text
Changing Cell Alignments
Creating Formulas
Updating Calculations
Sorting Table Data
Merging and Splitting Table Cells
Viewing Table Gridlines

Table Properties
Table Alignment
Changing Text Direction
Repeating Header Rows
Converting A Table To Text

Building Blocks

Understanding Building Blocks
Using The Building Blocks Organiser
Creating Quick Parts
Saving Building Blocks
Using and Editing Quick Parts
Deleting Quick Parts
Creating Template Building Blocks
AutoText Versus Quick Parts

Themes

Using Built-In Themes
Changing Theme Colours and Fonts
Creating and Installing Custom Themes
Resetting Defaults

Styles

Applying Styles To Paragraphs
Applying Styles To Text
Creating A Quick Style
Creating A Paragraph Style
Creating A Character Style
Applying Custom Styles

Style Techniques

Modifying Styles
Selecting and Updating Styles
Renaming and Deleting Styles
Importing and Exporting Styles

Templates

Understanding Templates
Using An Installed Template
Using An Online Template
Creating A Template From Scratch
Modifying A Template
Using A Custom Template
Applying A Different Template
Copying Styles Between Templates
Creating A Template From A Template
Tips For Developing Templates

Section Breaks

Understanding Sections
Inserting A Next Page Break
Inserting A Continuous Break
Inserting An Even Page Break
Inserting An Odd Page Break

Columns

Understanding Columns
Creating Columns
Specifying Column Settings
Balancing Column Text
Inserting Column Breaks
Deleting Column Breaks
Creating Columns Mid Page

Headers And Footers

Understanding Headers And Footers
Quick Headers And Footers
Creating A Blank Header
Creating A Blank Footer
Switching Between Headers And Footers
Editing Headers And Footers
Adding Page Numbering
Adding Date Information
Adding Document Information
Formatting Headers And Footers

Header And Footer Techniques

Headers And Footers In Longer Documents
Header And Footer Positions
Different First Page
Different Odd And Even Pages
Creating Section Headers And Footers
Linking Section Headers And Footers

Pictures

Understanding Pictures
Inserting and Selecting A Picture
Positioning A Picture
Moving A Picture
Resizing A Picture
Deleting A Picture
Applying Picture Styles
Resetting A Picture
Replacing A Picture

Working With Illustrations

Understanding Illustrations
Positioning Illustrations
Text Wrap And Illustrations
Rotating An Illustration
Images And 3-D Rotation
Cropping An Illustration
Selecting Multiple Images
Changing The Order Of Images
Aligning Images
Grouping Multiple Images
Editing An Image

Shapes

Understanding Shapes
Using The Drawing Canvas
Inserting and Selecting Shapes
Positioning Shapes And Drawings
Moving Shapes And Drawings
Resizing Shapes Using The Ribbon
Resizing Shapes Using The Dialog Box
Resizing Shapes Using The Mouse
Deleting A Shape
Applying and Changing Shapes
Inserting Outside A Drawing Canvas
Adding Text To A Shape

WordArt

- Understanding WordArt
- Creating and Selecting WordArt
- Editing and Positioning WordArt
- Moving WordArt
- Resizing WordArt Using The Ribbon
- Resizing WordArt Using The Dialog Box
- Resizing WordArt Using The Mouse
- Deleting WordArt
- Changing The WordArt Style