

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