

SOFTWARE TRAINING CENTER

Word 2007 Intermediate

Duration: 1 Day

Course Overview:

This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2007, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Word 2007. You will create complex documents and build personalized efficiency tools using Office Word 2007.

Who Should Attend: Anyone with basic Word 2007 knowledge who desires to utilize some of the advanced tools and features of Word 2007.

Prerequisites: Before starting this course, students are recommended to take the Word 2007 Introduction course or have equivalent skills and knowledge.

Course Objectives Upon successful completion of this course, students will be able to:

- customize the formatting of a document using styles and themes.
- insert and modify pictures in a document.
- create customized graphic elements.
- create and format a Table.
- use the mail merge function.
- use templates to automate document creation .
- insert content using Building Blocks.
- create and distribute a Form.

Course Outline:

Working with Themes and Styles

Applying a Style and Creating a Style
Working with the Styles Gallery
Creating a New Quick Style Set
Comparing and Cleaning Up Styles
Applying Document Themes
Creating New Theme Colors and Fonts

Working with Shapes and Pictures

Inserting Clip Art
Inserting Pictures and Graphics Files
Positioning and Formatting Pictures
Inserting Shapes and Formatting Shapes
Applying Special Effects to Shapes
Inserting a Text Box
Aligning, Distributing, and Grouping Objects
Layering Objects

Working with Tables

Creating a Table
Working with Cell Formatting
Merging and Splitting Cells and Tables
Inserting and Deleting Rows and Columns
Adjusting Row Height and Column Width
Using Table Drawing Tools
Working with Sorting and Formulas
Using Table Styles
Converting or Deleting a Table
Using Quick Tables

Working with Mailings

An Overview of the Mail Merge Process
Setting Up the Main Document
Creating a Data Source
Using an Existing Data Source
Editing the Data Source
Inserting Merge Fields and Rules Fields
Completing the Mail Merge
Creating Labels and Envelopes

Working with Templates

Creating a Document Template
Using a Document Template
Attaching a Different Template
Creating and Using Building Blocks

Working with Forms

Creating a New Form
Adding Content Controls
Assigning Help to Form Content Controls
Preparing the Form for Distribution
Filling Out a Form

Appendix A: The Fundamentals

What's New in Word 2007
Understanding the Ribbon
Using the Office Button & Quick Access
Toolbar
Using Contextual Menus & Mini Toolbar
Using Help