

MICROSOFT WORD 2007 INTERMEDIATE

WHO SHOULD ATTEND

Those who have completed Microsoft Word Introduction and who are involved with the following:

- ◆ Advanced table techniques
- ◆ Creating and applying styles
- ◆ Using templates
- ◆ Mail Merge
- ◆ Newspaper columns
- ◆ Macros

PREREQUISITES

A working knowledge of skills outlined in the course Word Introduction is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Word, a powerful and full-featured word-processing program, with a main focus on documents, formatting and editing data, and printing.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Word Advanced class to learn more advanced features and concepts including Forms, Advanced Styles, Master Documents, Document Layout, and sharing documents.

SKILLS LEARNED

- ◆ Creating a table using tabbed text and drawing tools
- ◆ The Drawing toolbar
- ◆ Performing calculations in tables
- ◆ Using charts with Microsoft Chart
- ◆ Importing worksheets and data into a table
- ◆ Creating styles
- ◆ Redefining and deleting styles
- ◆ Using styles to create an outline
- ◆ Using templates
- ◆ Using a fax template with a Wizard
- ◆ Examining the Normal template
- ◆ Creating a document and a data source
- ◆ The Mail Merge Helper
- ◆ Completing main documents and entering merge fields
- ◆ Sorting and filtering with query options
- ◆ Creating a catalog
- ◆ Recording Macros
- ◆ Creating a custom toolbar and add a macro
- ◆ Deleting a macro and removing it from the custom toolbar
- ◆ Formatting text into newspaper columns
- ◆ Using graphics from the Clip Gallery
- ◆ Working with Clip Art
- ◆ Inserting section breaks to modify a documents appearance
- ◆ Changing the order of lists and paragraphs by sorting

COURSE OUTLINE

LESSON 1: Tables

- ◆ Creating and formatting a table from tabbed text
- ◆ Drawing tools
- ◆ Creating charts and graphs using Microsoft Charts

LESSON 2: Introduction to Styles

- ◆ Using the Normal and other standard styles to format text
- ◆ Creating a custom designed style using commands and existing text

LESSON 3: Introduction to Templates

- ◆ Creating a document by viewing and using a template
- ◆ The Normal template and the template Wizard

LESSON 4: The Mail Merge

- ◆ Performing and viewing a merge
- ◆ Query options
- ◆ Managing a merge

LESSON 5: Working with Macros

- ◆ Creating and assigning macros using the record macro feature
- ◆ Editing and testing macros with Visual Basic
- ◆ Custom toolbars

LESSON 6: Columns

- ◆ Working with text in newspaper columns
- ◆ The Clip Gallery
- ◆ Section breaks