

Microsoft Office Word 2007 (Intermediate)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Word 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Word users who wish to extend their knowledge and skills beyond simple document formatting.

Prerequisites: This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in introductory level. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Word 2007

Further Training:
Microsoft Office Word 2007 (Advanced)

Course Description

This one day, instructor-led course covers the skills and knowledge required to create more intricate and varied documents. More advanced topics are covered such as templates, smart tags and headers and footers, and new features such as merging, envelopes and language tools are introduced.

Objectives

At the completion of this courseware participants will be able to:

- Further enhance documents and text using advanced formatting features
- Use tabs, and work with bulleted and numbered lists
- Use timesaving features such as styles and templates
- Partition longer documents into sections
- Create headers and footers in documents
- Perform mail merges

Topics Covered

Using My Computer within Word

Using Views in My Computer
Using the My Places Toolbar

Saving Your Files

Using File Formats
Publishing to PDF or XPS
Setting File Passwords
Using AutoRecovery

Finishing Your Files

Using File Properties
Running the Document Inspector
Marking a Document as Final
Encrypting Your Documents
Digitally Signing Your Documents

Viewing Your Files

Opening a Copy of Your Document
Arranging Windows
Comparing Documents Side-By-Side

Making Word Work Backwards

Opening Documents in Word 97-2003
Converting Documents in Word 97-2003
Running the Compatibility Checker
Saving Documents in Word 97-2003

Working with Templates

Creating and saving a Template
Opening a User Created Template
Using a Template
Attaching a Template to a Document

Using Bullets and Numbering

Types of Lists
Creating a Basic and Multilevel List
Creating Custom Bullets or Numbers
Continuing a List
Removing Bullets or Numbering

Using the Paragraph Dialogue

Applying Alignment, Indentation and Spacing
Setting Defaults
Sorting Text

Using Delineation Tools

Using Columns
Inserting a Line, Section or Page Break

Working with Pages

Adding a Cover Page
Creating a Blank Page
Changing the Page Color
Adding a Watermark

Adding Hyperlinks

Inserting, Editing and Following a Link
Removing a Hyperlink

Creating Basic Headers and Footers

Using a Preset Header or Footer
Adding a Header or Footer to the Gallery
Navigating Through Headers and Footers
Header and Footer Tools and Options

Inserting Page Numbers

Formatting Page Numbers
Removing Page Numbers

Doing More with Headers and Footers

Aligning Text or Graphics
Inserting the Date and Time
Linking and Unlinking Headers and Footers

Using Language Tools

Setting Your Language
Setting Spelling and Grammar Options
Controlling Hyphenation
Performing a Word Count

Using Research Tools

Performing Research
Using the Thesaurus
Translating

Inserting Pre-Defined Text

Using and Customizing AutoCorrect
Inserting the Date and Time
Inserting a Symbol or Special Characters

Using Smart Tags

Enabling Smart Tags
Making Smart Tags Appear

Making Your Document Consistent

Using Themes – Colours, Fonts and Effects

Using the Mail Merge Wizard

Starting the Wizard and Choosing a Document
Selecting Recipients
Creating and Previewing Your Document
Completing the Merge

Performing a Manual Mail Merge

Using the Mailings Ribbon
Selecting and Editing Recipients
Adding Fields and Rules
Previewing and Finishing the Merge

Sending a Document Electronically

Faxing a Document
E-Mailing a Document as an Attachment or PDF