

Microsoft Word 2007 Intermediate Level

Course Objectives:

This course is designed for users of Microsoft Word 2007 with some experience. Delegates will learn techniques for improving document presentation.

Prior Knowledge Required:

Delegates should have attended a Word Introductory Level course or have equivalent knowledge.

Course Duration: 1 day.

Introduction

- Discussing Enhancements in Word 2007
- Word Processing Revision Exercise

Storing Text for Re-Use

- Creating and Applying AutoText Entries

Searching and Replacing

- Finding Text Strings
- Replacing Text Strings
- The Go To Command

Styles

- Creating and Using Styles
- Modifying Styles
- Using HTML Links in Documents

Outlining

- Creating an Outline
- Promoting, Demoting & Collapsing Headings
- Reorganising the Document
- Numbering the Outline
- Producing a Table of Contents
- Inserting Footnotes

Using Sections

- Formatting Parts of a Document
- Inserting Section Breaks
- Page Layout Formats
- Creating Newspaper Columns
- Vertical Justification & Line Numbering

Working With Drawn Objects

- Drawing and Enhancing Objects
- Overlaying and Grouping Objects
- Rotating & Flipping Objects
- Using WordArt and Pictures
- Inserting Clip Art
- Scaling and Cropping
- Text Wrapping Around Pictures



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