



Microsoft Word Intermediate

Duration: 5 half days (15 hours)

Objectives

This course goes beyond the basics of Microsoft® Office Word 2007, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents.

Target Audience

This course was intended for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools.

Prerequisite

The Microsoft Office 2007: Beginning Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office.

Course Outline

Part 1: Styles

- Examining formatting
- Creating styles
 - Applying a style
 - Creating a style by example
 - Basing one style on another
 - Controlling pagination by using styles
 - Creating a character style
- Modifying styles
 - Modifying a style
 - Overriding a style



Learning

nuclei

Key Component of FRCI
Sibotie House - L'Anse Courtois - Pailles - Mauritius
T: (230) 286 96 36 - F: (230) 286 96 29
E: info@nuclei.mu - www.nuclei.mu



- Modifying the Normal style
 - Exporting a style
- Outlining
 - Creating an outline
 - Organizing an outline
 - Formatting an outline
- Using Full Screen Reading view

Part 2: Sections and columns

- Creating and formatting sections
 - Inserting and deleting section breaks
 - Formatting sections
 - Inserting section headers and footers
 - Formatting section page numbers
- Working with columns

Part 3: Formatting tables

- Table formatting basics
 - Aligning text in table cells
 - Merging table cells
 - Splitting table cells
 - Changing text orientation
 - Changing row height
- Borders and shading
 - Changing table borders
 - Shading table cells
- Table data
 - Sorting table data
 - Splitting a table
 - Repeating the header row
 - Entering a formula in a table
- Table styles



Part 4: Printing labels and envelopes

- Labels
 - Printing multiple labels for a single address
- Envelopes

Part 5: Templates and building blocks

- Template basics
 - Using a template
 - Creating a document from a user-defined template
 - Saving a template in the Templates folder
- Building blocks
 - Using the Building Blocks Organizer
 - Inserting, Creating, Modifying and deleting building blocks
- Document properties

Part 6: Graphics

- Diagrams
 - Creating an organization chart
 - Formatting an organization chart
- Drawing tools
 - Drawing a shape
 - Modifying a shape
 - Inserting a text box
 - Formatting a text box
 - Arranging multiple objects
 - Changing a shape into another shape
- Formatting text graphically

Part 7: Managing document revisions

- Tracking changes in a document
 - Tracking changes while editing
 - Reviewing and accepting revisions
 - Viewing changes by different reviewers



- Restricting edits to tracked changes
- Managing multiple documents simultaneously
- Merging revisions
- Working with comments

Part 8: Web features

- Web pages
 - Previewing a document as a Web page
 - Saving a document as a Web page
 - Opening an HTML document in a browser
 - Editing an HTML document in Word
- Hyperlinks