



Learning outcomes

Microsoft Word 2007 Intermediate extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced. This course is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Target audience

This course assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Level 1 of this series. 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.

The course will cover the following topics

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting the Window Position
- Thumbnails

Formatting Techniques

- Creating First Line Indents
- Creating Hanging Indents
- Inserting Right Indents
- Understanding Pagination
- Widow and Orphan Control
- Keeping With Next
- Keeping Lines Together
- Page Break Before
- Hyphenation
- Hiding Text
- Creating and Using Drop Caps
- Understanding Returns
- Inserting Returns
- Removing Returns
- Format Revealing

Tabs

- Using Default Tabs
- Settings Tabs on the Ruler
- Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs

Removing Tabs

Lists

- Understanding Lists
- Using the Bullet Library
- Defining a New Bullet
- Modifying a Bullet Definition
- Using the Numbering Library
- Defining a New Number Format
- Modifying a Number Format
- Setting the Numbering Value
- Understanding Multi-level Lists
- Using the Multi-level List Library
- Changing a List Level
- Defining A New Multi-level List
- Common Multi-level List Problems

Table Features

- Creating a Table from Text
- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Viewing Table Gridlines
- Table Properties
- Table Alignment
- Changing Text Direction
- Repeating Header Rows
- Converting a Table to Text

Working With Building Blocks

- Understanding Building Blocks
- Using The Building Blocks Organiser
- Creating Quick Parts
- Saving Building Blocks
- Using Quick Parts
- Editing Quick Parts
- Deleting Quick Parts
- Creating Template Specific Building Blocks
- AutoText Versus Quick Parts

Styles

- Understanding Styles
- Applying Styles to Paragraphs
- Applying Styles to Text
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Templates

- Understanding Templates
- Using an Installed Template
- Using an Online Template
- Creating a Template from Scratch
- Modifying a Template
- Using a Custom Template
- Applying a Different Template
- Creating a Template from a Template
- Copying Styles Between Templates
- Tips for Developing Templates

Sections

- Understanding Sections
- Inserting a Next Page Break
- Inserting a Continuous Break
- Inserting an Even Page Break
- Inserting an Odd Page Break

Headers and Footers

- Understanding Headers and Footers
- Quick Headers and Footers
- Creating a Blank Header
- Creating a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Adding Page Numbering
- Adding Date Information
- Adding Document Information
- Formatting Headers and Footers

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Mail Merging

- Understanding Mail Merging
- Selecting the Starting Document
- Selecting a Recipient List
- Writing the Details
- Previewing the Letters
- Completing the Merge

Pictures

- Understanding Pictures
- Inserting a Picture
- Selecting a Picture
- Resizing a Picture Using the Ribbon
- Resizing a Picture From the Dialog Box
- Resizing a Picture Using the Mouse
- Moving a Picture
- Deleting a Picture
- Applying Picture Styles
- Resetting a Picture
- Changing the Picture

Shapes

- Understanding Shapes
- Using the Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Resizing Shapes Using the Ribbon
- Resizing Shapes From the Dialog Box
- Resizing Shapes Using the Mouse
- Moving Shapes
- Deleting Shapes
- Applying Shapes Styles
- Resetting Shapes
- Changing Shapes

WordArt

- Understanding WordArt
- Creating WordArt
- Editing WordArt Text
- Resizing WordArt Using the Ribbon
- Resizing WordArt Using the Dialog Box
- Resizing WordArt Using the Mouse
- Positioning WordArt
- Moving WordArt
- Applying WordArt Styles
- Deleting WordArt

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