

| Word 2007- Intermediate | |
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| Overview | Students will learn further concepts and skills for using Word 2007. |
| Pre-requisite | <p>Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista equivalent knowledge.</p> <p>Word 2007: Basic or equivalent knowledge</p> |
| Delivery Method | Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities. |
| Performance based objectives | <p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Compare the formatting of two selections; apply, create and modify paragraph and character styles; create, organize, and format a document outline; and use the Document Map and thumbnails. • Create and format sections of text by using section breaks, headers and footers, and page numbering; and format text into columns. • Align text in a table; merge and split cells; change text orientation; resize rows; change table borders and cell shading; sort data; split a table; repeat a header row on multiple pages and apply and modify table styles. • Prepare and print a label and an envelope. • Create, save and use templates; use the Building Blocks Organizer to work with commonly used document elements; protect a document with a password; and view and edit document properties. • Create and modify a diagram; insert and modify text boxes and shapes; and use WordArt, drop caps, and pull quotes to graphically format text. • Track changes while editing; review and accept revisions; view changes by different reviewers; restrict edits to tracked changes; merge revisions; and insert, print, and delete comments. • Use hyperlinks in a document. |

Topics covered in the comprehensive manual

Styles

Examining formatting
Creating styles
Modifying styles
Outlining
Using Full Screen Reading view

Sections and columns

Creating and formatting sections
Working with columns

Formatting tables

Table formatting basics
Borders and shading
Table data
Table styles

Printing labels and envelopes

Labels
Envelopes

Templates and building blocks

Template basics
Building blocks
Document properties

Graphics

Diagrams
Drawing tools
Formatting text graphically

Managing document revisions

Tracking changes in a document
Working with comments

Web features

Web pages
Hyperlinks