

Microsoft Word 2007 - Intermediate



Delegates attending this course are already proficient in using the basic elements of Word, but are looking to improve their levels of efficiency and create documents which are appropriate for the task in hand, rather than only the type of documents that they already know how to produce.

Working with long documents, reports and interacting with other Microsoft programmes are covered, enabling the delegate to produce documents which otherwise may have been out sourced to design or creative agencies.

This course can be tailored to your specific needs.

Duration: 1 day

A typical course covers the following: -

Working with Tabs

- ▶ Using Default Tabs
- ▶ Set Tabs
- ▶ Modify Tabs

Working With Sections

- ▶ Insert a Next Page Section Break
- ▶ Insert a Continuous Section Break
- ▶ Control Odd and Even Section Breaks

Headers and Footers

- ▶ Create Headers and Footers
- ▶ Format Headers and Footers
- ▶ Change First Page Headers and Footers
- ▶ Create Odd And Even Pages Headers and Footers
- ▶ Create Section Headers

Columns

- ▶ Set Up Columns
- ▶ Specify Column Settings
- ▶ Balance Column Text

Autotext and AutoCorrect

- ▶ Create Autotext Entries
- ▶ Use Autotext Entries
- ▶ Use AutoCorrect

Mail Merge

- ▶ Performing a mail merge
- ▶ Producing labels
- ▶ Setting mail merge criteria

Building Blocks

- ▶ Understand the Building Blocks
- ▶ Create Quick Parts
- ▶ Edit and Delete Quick Parts

Watermarks

- ▶ Create A Text Watermark
- ▶ Edit A Watermark
- ▶ Add A Picture Watermark
- ▶ Remove A Watermark

Tables

- ▶ Create a Table
- ▶ Selecting in Tables
- ▶ Insert/Delete Columns and Rows
- ▶ Autofit Columns
- ▶ Apply Shading to Cells
- ▶ Apply and Modify Borders
- ▶ Table Styles
- ▶ Draw a Table
- ▶ Creating a Table From Text
- ▶ Create Formulas
- ▶ Sort Table Data
- ▶ Merge/Split Cells
- ▶ Table Properties
- ▶ Change Table Alignment
- ▶ Change Text Direction
- ▶ Create a Repeating Header Row



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