



Microsoft® Word 2007 Intermediate Level

Full Day Session: In this course you will learn how to customize and automate the way Microsoft® Word 2007 works for you. You can improve the quality of your work by enhancing your documents with customized lists, tables, charts, and graphics.

Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Customizing Formatting with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings

Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text

- Create Complex Illustrations with SmartArt

Inserting Content Using QuickParts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using QuickParts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro