

# Word 2007: Intermediate

1 Day

## Description

In the first course in this series, Microsoft® Word 2007: Basic, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.

## Target Student:

This course is designed 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. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2007.

## Prerequisites

Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following ExecuTrain course:

- ✓ Microsoft® Office Word 2007: Basic

## Certification

Microsoft® Word 2007 : Intermediate is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ Examine formatting and create and modify styles
- ✓ create and format sections
- ✓ format tables
- ✓ print labels and envelopes
- ✓ create templates
- ✓ create customized graphic elements
- ✓ format text graphically
- ✓ track changes in a document
- ✓ working with web pages and features

## Outline

### Unit 1: Styles

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Outlining

Topic E: Using Full Screen Reading view

### Unit 2: Sections and columns

Topic A: Creating and formatting sections

Topic B: Working with columns

**Unit 3: Formatting tables**

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table data

Topic D: Table styles

**Unit 4: Printing labels and envelopes**

Topic A: Labels

Topic B: Envelopes

**Unit 5: Templates and building blocks**

Topic A: Template basics

Topic B: Building blocks

Topic C: Document properties

**Unit 6: Graphics**

Topic A: Diagrams

Topic B: Drawing tools

Topic C: Formatting text graphically

**Unit 7: Managing document revisions**

Topic A: Tracking changes in a document

Topic B: Working with comments

**Unit 8: Web features**

Topic A: Web pages

Topic B: Hyperlinks