

Course Syllabus: Microsoft Word 2007 Intermediate

Working with Themes and Styles

- Applying a Style
- Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery
- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme

Working with Shapes and Pictures

- Inserting Clip Art
- Inserting Pictures
- Positioning Pictures
- Formatting Pictures
- Inserting Shapes
- Formatting Shapes
- Applying Special Effects to Shapes
- Inserting a Text Box
- Resize, Move, Copy and Delete Objects
- Aligning, Distributing and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects

Working with Tables

- Creating a Table
- Working with a Table
- Resizing and Moving a Table
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Merging and Splitting Cells and Tables
- Inserting and Deleting Rows and Columns
- Adjusting Row Height and Column Width
- Using Table Drawing Tools
- Working with Sorting and Formulas
- Working with Borders and Shading
- Using Table Styles
- Using Table Style Options
- Converting or Deleting a Table
- Using Quick Tables

Performing a Mail Merge

- An Overview of the Mail Merge Process
- Setting Up the Main Document
- Creating a Data Source
- Using an Existing Data Source
- Editing the Data Source
- Inserting Merge Fields
- Inserting Rules Fields
- Previewing a Mail Merge
- Completing a Mail Merge
- Creating Labels
- Creating Envelopes

Using Document Collaboration Tools

- Tracking Revisions
- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents
- Password-Protecting a Document
- Protecting a Document
- Preparing Documents for Publishing and Distribution

Working with Outlines, Long Documents, and References

- Creating a Document in Outline View
- Numbering an Outline
- Viewing an Outline
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents using TC Fields
- Working with Picture Captions
- Creating an Index
- Adding Footnotes and Endnotes
- Using Citations and Bibliographies