

Microsoft Word 2007 (Intermediate)

Course Outline

Lesson 1: Working with Lists

- Sort a List
- Re-number a List
- Customize Lists

Lesson 2: 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

Lesson 3: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns

Lesson 4: Adding Art to Office Documents

- Insert Picture and Clip Art
- Adding a Quick Style to a Picture
- Applying a Shape to a picture
- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Illustrations using SmartArt

Lesson 5: Enhancing Documents Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Lesson 6: Using Templates

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

Lesson 7: Mail Merge

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

Lesson 8: Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro