

INFORMATION TECHNOLOGY

Microsoft Word 2007 - Intermediate

Gwyneth Grocott

General Course Information

General Description: *Microsoft Word 2007 Intermediate* extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced.

Learning Outcomes: At the completion of this courseware participants will be able to:

- Set Word options to more easily access files and information
- Work with multiple, concurrent documents
- Further enhance documents and text using advanced formatting features
- Use tabs, and work with bulleted and numbered lists
- Create enhanced tables
- Use timesaving features such as Building Blocks, styles and templates
- Partition longer documents into sections
- Create headers and footers in documents
- Create letters, envelopes and labels
- Perform mail merges
- Incorporate pictures, drawings and WordArt into documents.

Target Audience: This course is primarily designed for people who need to know how to use Microsoft Word 2007 to enhance existing basic documents or to enhance new documents that they create. It concentrates on a number of document enhancement features such as tables, pictures, and drawings, and using some of the automation and style features to speed up productivity. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Prerequisites: This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in the Introduction course. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Methodology: A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Course Material & Lunch: A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

Microsoft Word 2007 - Intermediate

Table of Contents

1. SETTING WORD OPTIONS

Understanding Word Options
Personalising Word
Setting Display Options
Understanding File Locations
Setting File Locations
Understanding Save Options
Setting Save Options

2. MULTIPLE DOCUMENTS

Opening Multiple Documents
Switching Between Open Documents
Arranging All
Viewing Side By Side
Viewing One or Two Pages
Viewing Page Width
Viewing 100 Per Cent
Thumbnails

3. FORMATTING TECHNIQUES

Creating First Line Indents
Creating Hanging Indents
Inserting Right Indents
Understanding Pagination
Widow and Orphan Control
Keeping with Next
Keeping Lines Together
Page Break Before Hyphenation
Hiding Text
Creating and Using Drop Caps
Format Revealing

4. TABS

Using Default Tabs
Setting Tabs on the Ruler
Modifying Tabs on the Ruler

Using the Tabs Dialog Box
Tab Leaders

5. LISTS

Understanding Lists
Using the Bullet Library
Defining a New Bullet
Modifying a Bullet
Definition
Using the Numbering Library
Defining a New Number Format
Modifying a Number Format
Setting the Numbering Value
Understanding Multilevel Lists
Using the Multilevel List Library
Changing a List Level
Understanding Multilevel List Definitions
Defining a New Multilevel List
Defining a New List Style
Modifying a List Style

6. TABLE FEATURES

Creating A Table From Text
Changing Cell Alignments
Creating Formulas
Updating Calculations
Sorting Table Data
Merging Table Cells
Splitting Table Cells
Viewing Table Gridlines
Table Properties
Table Alignment
Changing Text Direction
Repeating Header Rows
Converting a Table to Text

7. BUILDING BLOCKS

Understanding Building Blocks
Using the Building Blocks Organiser
Creating Quick Parts
Saving Building Blocks
Using Quick Parts
Editing Quick Parts
Deleting Quick Parts
Creating Template Specific Building Blocks
AutoText Versus Quick Parts

8. STYLES

Understanding Styles
Applying Styles to Paragraphs
Applying Styles to Text
Creating a Quick Style
Creating a Paragraph Style
Creating a Character Style
Applying Custom Styles

9. TEMPLATES

Understanding Templates
Creating a Template From Scratch
Modifying a Template
Using a Custom Template
Applying a Different Template
Copying Styles Between Templates
Tips for Developing Templates

10. SECTION BREAKS

Understanding Sections
Inserting a Next Page Break
Inserting a Continuous Break
Inserting an Even Page Break
Inserting an Odd Page Break

11. HEADERS AND FOOTERS

Understanding Headers and Footers
Quick Headers and Footers
Creating a Blank Header
Creating a Blank Footer
Switching between Headers and Footers
Editing Headers and Footers
Adding Page Numbering
Adding Date Information
Adding Document Information
Formatting Headers and Footers

12. MAIL MERGING

Understanding Mail Merging

Understanding Mail Merge Terminology
The Mail Merge Wizard Process
Selecting the Starting Document
Selecting a Recipient List
Writing the Details
Previewing the Letters
Completing the Merge

13. PICTURES

Understanding Pictures
Inserting a Picture
Selecting a Picture
Positioning a Picture
Moving a Picture
Resizing a Picture
Using the Ribbon
Deleting a Picture
Applying Picture Styles

14. SHAPES

Understanding Shapes

Using the Drawing Canvas
Inserting Shapes
Selecting Shapes
Applying Shape Styles
Changing Shapes
Inserting a Shape Outside a Drawing Canvas
Adding Text to a Shape

15. WORDART

Understanding WordArt
Creating WordArt
Selecting WordArt
Editing WordArt Text
Positioning WordArt
Moving WordArt
Resizing WordArt using the Dialog Box
Resizing WordArt using the Mouse
Deleting WordArt
Changing the WordArt Style

THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: *Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in Anutech Court) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking. We recommend North Oval as the most likely available parking area.*