



Microsoft Word 2007 Intermediate Course Outline

Section 1 - Working with Columns and Tabs

- Columns
- Changing View
- Centering Title
- Formatting Columns
- Typing in Columns
- Column and Section Breaks
- Restoring Full Margins
- Balanced Columns
- Justification
- Inserting Pictures
- Drop Caps
- Lines Between Columns
- Setting Tabs
- Moving and Clearing Tabs
- Tabs Dialog Box
- Adding Borders
- Dot Leader Tabs

Section 2 - Tables

- Table Design
- Inserting Tables
- Moving and Sizing Tables
- Inserting Rows and Columns
- Gridlines
- Borders
- Using the Table Grid
- Drawing Tables
- Distributing Rows
- Quick Tables
- Text to Table
- Table Styles
- Themes

Section 3 - Calculations and Charting

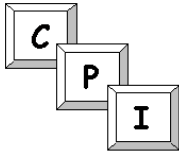
- Calculations with Excel
- Calculations with Quick Access
Toolbar and Ribbon
- Formula Dialog Box
- Updating Fields
- Pasting Functions
- Charts in Word
- Editing and Formatting Charts
- Moving and Sizing Charts
- SmartArt

Section 4 - Using Pictures and Clip Art

- Inserting Pictures
- Clip Art
- Sizing and Moving Pictures
- Duplicating and Deleting Pictures
- Borders and Shading
- Picture Shape
- Inserting WordArt
- Editing and Deleting WordArt

Section 5 - QuickParts and AutoCorrect

- Creating a QuickParts Entry
- Inserting a QuickParts Entry
- AutoCorrect
- Disabling AutoCorrect
- Exceptions
- Deleting Exceptions



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Section 6 - Merge and Mailings

- Merging
- Data Sources
- Adding and Deleting Fields
- Saving Data Files
- Creating Main Documents
- Inserting Dates and Merge Fields
- Merging Files
- Creating Envelopes Using Merge
- Mail Labels
- Printing Labels with the Same
Address