

## Microsoft Word 2007 - Intermediate

### General Description

Design and produce longer and more sophisticated documents using headers and footers, styles and section breaks. Enrich documents with pictures, shapes and WordArt.

### Learning Outcomes

- Personalise Microsoft Word by setting customised display, file location and save options
- Open, arrange and view multiple documents with optional synchronised scrolling
- Indent paragraphs, adjust hyphenation, hide text, insert returns and reveal formatting
- Set and work with various types of tabs, apply tab leaders and remove tabs
- Define and modify bulleted, numbered and multi-level lists
- Produce a table from text, insert table formulas, sort table data and repeat header rows
- Create and insert building blocks items to produce documents quickly and easily
- Apply built in styles and create character and paragraph custom styles
- Use installed templates, create custom templates and copy styles between templates
- Insert next page, continuous, even page and odd page section breaks
- Create, edit and format custom headers and footers
- Preview and complete a mail merge operation
- Insert, resize, position and format pictures
- Use the drawing canvas, work with shapes and apply shape styles
- Create, edit and format WordArt text

### Duration

One Day

### Prerequisite

Basic understanding of Microsoft Word

### Topics

Setting Word Options

Multiple Documents

Formatting Techniques

Tabs

Lists

Table Features

Working with Building Blocks

Styles

Templates

Sections

Headers and Footers

Mail Merging

Pictures

Shapes

WordArt