

Word 2007: Intermediate

1 Day

Prerequisites

- MS Word 2007 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Managing Your Documents

Lesson 1.1: Using My Computer within Word

- Navigating Using My Computer
- Performing Basic Tasks with My Computer
- Using Views in My Computer
- Using the My Places Toolbar

Lesson 1.2: Saving Your Files

- Using File Formats
- Publishing to PDF or XPS
- Setting File Passwords
- Using AutoRecovery

Lesson 1.3: Finishing Your Files

- Using File Properties
- Running the Document Inspector
- Marking a Document as Final
- Encrypting Your Documents
- Digitally Signing Your Documents
- Inserting a Signature Line

Lesson 1.4: Viewing Your Files

- Opening a Copy of Your Document
- Arranging Windows
- Comparing Documents Side-By-Side
- Splitting a Document

Lesson 1.5: Making Word Work Backwards

- Opening Documents in Word 97-2003 Format
- Converting Documents in Word 97-2003 Format
- Running the Compatibility Checker
- Saving Documents in Word 97-2003 Format
- Setting Compatibility Options
- Compatibility Packs for Microsoft Office Word 2003

Section 2: Using Formatting Tools

Lesson 2.1: Working with Templates

- Creating a Template
- Saving a Template
- Opening a User Created Template
- Using a Template
- Attaching a Template to a Document

Lesson 2.2: Using Bullets and Numbering

- Types of Lists
- Creating a Basic List
- Creating a Multilevel List
- Creating Custom Bullets or Numbers
- Continuing a List
- Removing Bullets or Numbering

Lesson 2.3: Using the Paragraph Dialogue

- Applying Alignment
- Applying Indentation
- Applying Spacing
- Setting Defaults
- Sorting Text

Lesson 2.4: Using Delineation Tools

- Using Columns
- Inserting a Line Break
- Inserting a Page Break
- Inserting a Section Break
- Setting Page and Line Break Options

Lesson 2.5: Working with Pages

- Adding a Cover Page
- Creating a Blank Page
- Changing the Page Color
- Adding a Watermark
- Adding a Page Border

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Lesson 2.6: Adding Hyperlinks

- Types of Links
- Inserting a Link
- Editing a Link
- Following a Link
- Removing a Hyperlink

Section 3: Creating Headers and Footers

Lesson 3.1: Creating Basic Headers and Footers

- Using a Preset Header or Footer
- Editing a Header or a Footer
- Adding a Header or Footer to the Gallery
- Navigating Through Headers and Footers
- Removing a Header or a Footer

Lesson 3.2: Using the Header and Footer Tools Design Ribbon

- Header and Footer Tools
- Insert Commands
- Navigation Commands
- Header and Footer Options
- Position Options
- Closing Header and Footer View

Lesson 3.3: Inserting Page Numbers

- Inserting Page Numbers
- Changing Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Lesson 3.4: Doing More with Headers and Footers

- Aligning Text
- Adding Graphics
- Inserting the Date and Time
- Linking and Unlinking Headers and Footers
- Positioning Headers and Footers

Section 4: Using Time Saving Tools

Lesson 4.1: Using Language Tools

- Setting Your Language
- Using the Spelling and Grammar Context Menu
- Running a Spelling and Grammar Check
- Setting Spelling and Grammar Options
- Controlling Hyphenation
- Performing a Word Count

Lesson 4.2: Using Research Tools

- Performing Research
- Using the Thesaurus
- Translating a Word
- Translating a Document

Lesson 4.3: Inserting Pre-Defined Text

- Using and Customizing AutoCorrect
- Inserting the Date and Time
- Inserting a Symbol
- Inserting Special Characters

Lesson 4.4: Using Smart Tags

- Enabling Smart Tags
- Types of Smart Tags
- Making Smart Tags Appear
- Using Smart Tags

Section 5: Finishing Your Document

Lesson 5.1: Making Your Document Consistent

- Using Themes
- Using Theme Colors
- Using Theme Fonts
- Using Theme Effects

Lesson 5.2: Using the Mail Merge Wizard

- Mail Merge Basics
- Starting the Wizard and Choosing a Document
- Selecting a Starting Document
- Selecting Recipients
- Creating Your Document
- Previewing Your Document
- Completing the Merge

Lesson 5.3: Performing a Manual Mail Merge

- Using the Mailings Ribbon
- Selecting a Starting Document
- Selecting and Editing Recipients
- Adding Fields
- Adding Rules
- Previewing and Finishing the Merge

Lesson 5.4: Sending a Document Electronically

- Faxing a Document
- E-Mailing a Document as an Attachment
- E-Mailing a Document as a PDF or XPS Attachment
- Using E-Mail Features