

MS Word 2007

Intermediate

This one day workshop has been designed to increase your basic knowledge of Microsoft Word 2007 to the next level of competence.

Learning Outcomes

By the end of this course students will be able to organise and maintain text in a table, work with Graphics and Drawing tools, create Headers/Footers, use Time Saving features and learn how to perform a Mail Merge effectively.

Prerequisites

This course is designed for students with a basic understand of the fundamentals of Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

Course Contents

- Graphics
- Drawing Toolbar
- Tables
- Sections, Headers and Footers
- Timesavers
- Templates
- Mail Merge

Graphics

- Insert graphics
- Edit and position graphics
- Insert Special Characters and symbols

The Drawing Toolbar

- Draw, Select and Resize Objects
- Move, Nudge and Rotate Objects
- Format, Align and Distribute Objects
- Work with Layers and Grouping Objects
- Create and work with Text boxes

- Linking Text Boxes
- Wrapping Text around Objects

Working with Tables

- Create a table a number of different ways
- Work within a table
- Change the appearance of a table
- Enhance the table
- Nest and position tables
- Calculate in a table

Working with Sections, Headers and Footers

- Work with sections of a document
- Create and edit headers and footers

Using Timesavers

- Finding and replacing text and formatting
- Use the Format Painter
- Automatically correct text
- Automatically format text
- Change text case
- Insert text objects
- Sort Lists, Paragraphs and tables
- Create Hyperlinks
- Inserting the Date and Time

Templates

- Use templates to create a document
- Use template wizards to create a document
- Create letters using the letter wizard

Creating a Mail Merge

- Generating a Mail Merge
- The Main Document
- The Data Source
- The Merge Process

Shortcuts Keys

- Scrolling Shortcuts
- Navigating in Tables
- Selecting and Modifying Text
- Formatting Shortcuts
- Using Word Functions

