

Microsoft®

# Word 2007 Course Outline

Intermediate Level  
1 Day Course

**Microsoft**  
**CERTIFIED**  
*Application  
Specialist*

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## CUSTOMISING DOCUMENTS

- Saving documents to specific locations
- Saving documents using different formats
- Page views
- Controlling the display of items
- Screen display options
- Word options
- Hyphenation

## STYLES

- Applying and modifying existing styles
- Creating new styles
- Using outline view with header styles
- Viewing/creating a document in outline view

## TEXT EDITING

- Using special symbols
- Using the AutoCorrect feature
- Using AutoFormat when typing
- Using text effects
- Using text wrapping
- Using wordart and orientation

## PARAGRAPH EDITING

- Using shading and borders
- Reversing colours of paragraphs
- Using widows and orphans

## SECTION BREAKS AND COLUMNS

- Creating sections within a document
- Viewing and deleting section breaks within a documents

- Creating multiple column layouts
- Applying and deleting column breaks

## TABLES

- Creating a table
- Sorting data within a table
- Formatting the table
- Setting formulas
- Using the table design tools
- Merging and splitting cells

## TEMPLATES

- Creating a new template
- Customising templates
- Recreating a default Normal.dotm file
- Saving templates

## GRAPHICS

- Using smartart
- Inserting shapes
- Reordering shapes
- Modifying image colours and borders
- Using grouping and ungrouping techniques
- Inserting a watermark to a document

## MAIL MERGE, LETTERS, LABELS AND ENVELOPES

- Using the mail merge group
- Creating a mailing list
- Using the wizard
- Creating merged labels
- Creating merged envelopes
- Printing merged lists