

Microsoft
Word 2007 – Intermediate

Introduction to the Course	It is essential that the delegate has successfully completed the Word 2007 Introduction course, or has gained similar knowledge within the work environment.
Objectives	This course is designed to enable delegates to customise and automate elements of the Word environment, insert and manipulate tables, styles and templates, set up headers footers and section breaks, as well as effectively use the Mail Merge feature.

Course Content

<p>Introduction</p> <p>The Word Screen Using the Ribbon and Dialog Boxes The Quick Access Toolbar Command Tabs Contextual Command Tabs Status bar and Mini toolbar Smart Tags Using Help</p> <p>Automatic Features</p> <p>AutoCorrect AutoComplete Spell Checker Options</p> <p>Document Development</p> <p>Creating and Editing Tables Inserting Symbols Creating Envelopes and Labels Headers and Footers Page Numbering Find and Replace Bookmarks Cover Page</p> <p>Templates</p> <p>Using and Customising Word's Built-In Templates Creating and Using Templates Creating New Folders for Templates Global Templates</p>	<p>Advanced Formatting</p> <p>Creating, Using and Modifying Styles Attaching Templates and Using the Organiser Adding to the Building Blocks Organizer</p> <p>Mail Merge</p> <p>Creating Form Letters and Labels Using Query Options E-mail Merging</p> <p>Long Documents</p> <p>Section Formatting Show and Hide Office Button Options</p> <p>Document Properties</p> <p>Completing properties Creating Fields</p> <p>Working with Illustrations</p> <p>Pictures Clip Art Shapes SmartArt Charts</p>
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