



## Overview

This course goes beyond the basic features covered in Word 2007 Introduction. Students will learn how to apply designs and styles, create and use templates, insert images and symbols and use tables for organizing data. Multi-part documents will be explored and formatted with the business user's needs in mind. This course can be offered as a 4 hour course with fewer topics.

## Prerequisites

Word 2007 Introduction

## Objectives

- ⊙ Add symbols and special characters to documents
- ⊙ Use Styles to efficiently format documents
- ⊙ Create and modify tables to display data
- ⊙ Create Tables of Contents
- ⊙ Create multi-part documents with different orientation and headers and footers
- ⊙ Add multiple columns to documents
- ⊙ Apply templates, views and outlines
- ⊙ Insert and control images
- ⊙ Use mail merge for creating letters, envelopes and labels

## Outline

### Inserting Special Characters and Symbols

#### Formatting Paragraphs

- Create Lists
- Bullets and Numbering (Multi-Levels)
- Change Spacing Between Paragraphs and Lines

#### Working with Styles and Building

##### Blocks

- Applying styles
- Modifying and deleting styles
- Using styles to create outlines
- Using Building Blocks
  - Using AutoCorrect and AutoFormat (not in Ribbon)
  - Where did AutoText go?
  - Adding quick parts to QAT

#### Creating and Modifying Tables

- Creating and Deleting a Table
- Modifying Rows and Columns
- Changing the Table Structure
- Formatting a Table
- Inserting Field codes
- Enter Data in a Table
- Convert Text into a Table
- Table of Contents
- Insert Table from another File or Excel

### Controlling Page and Document

#### Appearance

- Set Page Orientation
- Change Page Margins
- Apply a Page Border
- Add Headers and Footers
- Insert a Page Break

#### Formatting Sections

- Working with Section Breaks
- Modifying the Page Setup for a Section
- Different Header and Footer by Section

#### Working with Columns

- Creating and Modifying Columns
- Inserting Column Breaks

#### Using Templates

- Creating Documents Using Templates
- Editing Templates

**Working with Outlines**

Creating an Outline

Viewing and Editing an Outline

**Merging Documents and Creating****Envelopes and Labels**

Merging Documents Using the Mail

Merge Helper

Specifying a Main Document

Creating or Using Existing Data

Source

Inserting Merge Fields

Working with the Main Document

Performing the Merge

Creating Envelopes and Labels

**Drawing and Manipulating Objects**

Inserting Pictures

Using SmartArt

Inserting WordArt and Symbols

Applying Watermarks

Using Shapes

Formatting Objects and Shapes

Understanding Graphic Layers

Applying Word Wrap to Graphic

Objects