

Word 2007: Intermediate

(Course Number: OFFT-3726)

Topic-Level Outline

Prerequisites: *Word 2007: Basic* or equivalent experience

Participants will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Styles

Examining formatting

Creating styles

Modifying styles

Outlining

Using Full Screen Reading view

Sections and columns

Creating and formatting sections

Working with columns

Formatting tables

Table formatting basics

Borders and shading

Table data

Table styles

Printing labels and envelopes

Labels

Envelopes

Templates and building blocks

Template basics

Building blocks

Document properties

Graphics

Diagrams

Drawing tools

Formatting text graphically

Managing document revisions

Tracking changes in a document

Working with comments

Web features

Web pages

Hyperlinks