

Microsoft Word 07 Level 1 – Getting Going

Duration: ½ day

Course Content

- The Interface/Screen
- Entering Text
- Formatting Text
- Saving Files
- Cut, Copy and Paste
- Spell Check
- Margins and Page Set-up
- Printing

Microsoft Word 07 Level 2 – Working More Efficiently

Duration: ½ day

Course Content

- Working with Bullets and Numbering
- Using Existing Styles
- Using the Outline View
- Headers and Footers
- Page Numbering
- Using Tabs
- Using Auto Text

Microsoft Word 07 Level 3 – Tabs, Tables & Templates

Duration: ½ day

Course Content

- Using Tabs
- Defining Tabs
- Creating Tables
- Formatting Tables
- Money Columns
- Basic Calculations in Tables
- Creating Templates

Microsoft Word 07 Level 4 – Mail Merge & E Forms

Duration: ½ day

Course Content

- Using Mail Merge
- Managing your Mail Merge Database
- Mail Merge via Email
- Creating Electronic Forms
- Saving as Form Templates

Microsoft Word 07 Level 5 – Working with Large Documents

Duration: ½ day

Course Content

- Using and Creating Styles
- Working in Outline Mode
- Adding Bookmarks
- Adding Hyperlinks
- Creating a Table of Contents
- Using Indexes

Microsoft Word 07 Level 6 – Working with Graphics

Duration: ½ day

Course Content

- Using Graphics
- Working with Word Art
- Working with Quick Parts
- Creating and Importing Charts
- Using the Drawing Tools
- Publishing documents as PDF Files
- Preparing documents for the Internet/Intranet