

Course WRD0702: Microsoft Word 2007 – Intermediate Level

One Day, Instructor Led

Prerequisites

- Word 2007 - Basic

Course Details

Unit 1: Styles

- Examining Formatting
- Creating & Modifying Styles
- Outlining

Unit 2: Sections and Columns

- Creating and Formatting Sections
- Working with Columns

Unit 3: Formatting Tables

- Table Formatting Basics
- Borders and Shading
- Table Data and Styles

Unit 4: Printing Labels and Envelopes

- Labels
- Envelopes

Unit 5: Templates and Building Blocks

- Template Basics
- Building Blocks
- Document Properties

Unit 6: Graphics

- Diagrams and Drawing Tools
- Formatting Text Graphically

Unit 7: Managing Document Revisions

- Tracking Changes in a Document
- Working with Comments

Unit 8: Web Features

- Web Pages
- Hyperlinks

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note