

Microsoft Word 2007—Intermediate

One Day Course

Microsoft Word is a widely used program that enables you to create and format documents. This course extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting tables and lists as well as an introduction to updates on merging, envelopes, clip art, sections and graphics.

Learning Outcomes

At the completion of this courseware participants will be able to:

- Understand the importance of using document standards and various aspects of document design and layout
- Select and work with text in a document
- Create and apply styles to paragraphs and text
- Check the spelling and grammar of a document
- Understand and work with section breaks in a document
- Use more advanced table features
- Mail merge
- Create and apply styles to paragraphs and text
- Create and use templates in your documents
- Insert and work with pictures, text boxes, WordArt and SmartArt
- Create charts for use within Microsoft Word documents
- Work with documents properties

Duration

1 day 9.30am—4.30pm

Who Will Benefit From this Course?

This course is designed for people who need to know how to use Microsoft Word 2007 to create a range of documents and to format these effectively. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce correspondence, reports and memos.

Pre-requisites

This course assumes an understanding of Microsoft Word and the skills and knowledge covered in the beginners course. It is also important for learners to have a general understanding of personal computers and the Windows operating system sufficient to start applications, locate, copy and move files and to work with folders.

Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

Course Dates

Visit www.interwork.com.au for the latest course schedule and booking form or call us on (08) 8416 6500.

Booking Details

Phone: (08) 8416 6500
 Fax: (08) 8416 6530
 Email: interskills@interwork.com.au

Course Cost

\$245.00 per person plus GST

Modules: Microsoft Word 2007—Intermediate

This course uses a selection of the following modules

Document Standards

- Types Of Business Documents
- Choosing Appropriate Software
- Who Prepares Business Documents
- Speeding Up Document Production
- Establishing Document Standards

Document Design And Layout

- Creating Organisational Documents
- The Four Basic Principles Of Design
- Document Layout
- Understanding White Space
- Understanding Typeface
- Understanding Visual Elements
- Understanding Rules And Borders
- Understanding Headings
- Understanding Page Layout
- Understanding Computer Graphics
- Understanding Colour
- Document Tips And Traps

The Office Clipboard

- Understanding The Clipboard
- Configuring The Office Clipboard
- Collecting To The Clipboard
- Pasting From The Clipboard
- Concatenating To The Clipboard

AutoCorrecting

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormatting
- Using AutoFormatting
- AutoFormatting As You Type

Spelling And Grammar

- Understanding Spelling And Grammar
- Fixing Spelling Errors
- Fixing Contextual Spelling Errors
- Fixing Grammatical Errors
- Formal Spell Checking Options
- Performing A Formal Spell Check

Section Breaks

- Understanding Sections
- Inserting A Next Page Break
- Inserting A Continuous Break
- Inserting An Even Page Break
- Inserting An Odd Page Break

Lists

- Understanding Lists
- Using The Bullet Library
- Defining A New Bullet
- Modifying A Bullet Definition
- Using The Numbering Library

- Defining A New Number Format
- Modifying A Number Format
- Setting The Numbering Value
- Understanding Multilevel Lists
- Using The Multilevel List Library
- Changing A List Level
- Understanding Multilevel List Definitions
- Defining A New Multilevel List
- Defining A New List Style
- Modifying A List Style

Document Commenting

- Highlighting Text
- Finding Highlighted Text
- Inserting Comments
- Working With Comments
- Printing Comments

Footnotes And Endnotes

- Creating Footnotes In A Document
- Finding Footnotes
- Showing The Notes
- Modifying Footnotes
- Deleting Footnotes
- Creating Endnotes
- Finding Endnotes
- Modifying Endnotes
- Deleting Endnotes
- Changing The Number Schema
- Converting Footnotes And Endnotes

Table Features

- Creating A Table From Text
- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Viewing Table Gridlines
- Table Properties
- Table Alignment
- Changing Text Direction
- Repeating Header Rows
- Converting A Table To Text

Printing Features

- Understanding Printing Options
- Printing Without Pictures
- Printing Hidden Text
- Printing Document Properties
- Specifying What To Print
- Printing Odd Pages / Even Pages
- Number Of Pages Per Sheet
- Scaling To Paper Size
- Collating Multiple Copies
- Manual Duplexing
- Printing Troubleshooting

Styles

- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles

Templates

- Understanding Templates
- Using An Installed Template
- Using An Online Template
- Creating A Template From Scratch
- Modifying A Template
- Using A Custom Template
- Applying A Different Template
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

Mail Merging

- Understanding Mail Merging
- Understanding Mail Merge Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Writing The Details
- Previewing The Letters
- Completing The Merge

Pictures

- Understanding Pictures
- Inserting A Picture
- Selecting A Picture
- Positioning A Picture
- Moving A Picture
- Resizing A Picture Using The Ribbon
- Resizing A Picture Using The Size Dialog Box
- Resizing A Picture Using The Mouse
- Deleting A Picture
- Applying Picture Styles
- Resetting A Picture
- Replacing A Picture

Clip Art

- Understanding Clip Art
- Understanding The Clip Organiser
- Adding Clip Art To The Clip Organiser
- Inserting Clip Art
- Selecting Clip Art
- Positioning Clip Art
- Moving Clip Art
- Resizing Clip Art Using The Ribbon
- Resizing Clip Art Using The Size Dialog Box

Modules: Microsoft Word 2007—Intermediate

This course uses a selection of the following modules

Resizing Clip Art Using The Mouse
 Deleting Clip Art
 Applying Clip Art Styles
 Resetting Clip Art

Text Boxes

Understanding Text Boxes
 Using Preformatted Text Boxes
 Typing Into A Text Box
 Positioning A Text Box
 Moving A Text Box
 Resizing A Text Box Using The Ribbon
 Resizing A Text Box Using The Dialog Box
 Resizing A Text Box Using The Mouse
 Deleting A Text Box
 Applying A Text Box Style

WordArt

Understanding WordArt
 Creating WordArt
 Selecting WordArt
 Editing WordArt Text
 Positioning WordArt
 Moving WordArt
 Resizing WordArt Using The Ribbon
 Resizing WordArt Using The Dialog Box
 Resizing WordArt Using The Mouse
 Deleting WordArt
 Changing The WordArt Style

SmartArt

Understanding SmartArt
 Creating An Organisation Chart
 Typing Text Using The Text Pane
 Adding Peers
 Adding Subordinates
 Adding An Assistant
 Promoting And Demoting
 Switching Right To Left
 Positioning SmartArt
 Resizing SmartArt Using The Ribbon
 Resizing SmartArt Using The Mouse
 Text Wrapping Around SmartArt
 Changing The Layout
 Changing Colours
 Changing SmartArt Styles
 Deleting A Shape From SmartArt

Charts

Understanding Charts
 Inserting A Chart
 Typing Data For A Chart
 Closing Microsoft Excel
 Changing The Chart Style
 Changing The Chart Layout
 Editing Chart Data

Switching Rows And Columns
 Resizing The Chart Using The Ribbon
 Resizing The Chart Using the Dialog Box
 Resizing The Chart Using The Mouse
 Positioning The Chart
 Moving The Chart Using Cut And Paste
 Moving The Chart Using The Mouse
 Deleting The Chart

Page Techniques

Inserting A Cover Page
 Inserting A Blank Cover Page
 Adding A Watermark
 Creating A Custom Watermark
 Removing A Watermark
 Applying Page Colours
 Applying Page Borders
 Applying Partial Page Borders

Document Properties

Understanding Document Properties
 Specifying Document Properties
 Viewing Advanced Properties
 Inserting Properties Into A Document
 Updating Document Information
 Removing Properties From A Document
 Removing Personal Information

General Computer Operation

Setting Up An Ergonomic Workstation
 Breaks And Exercises
 Reducing Paper Wastage
 Environmentally Friendly Computing
 Backup Procedures
 Electronic File Management
 Managing File Folders
 Creating A Quick File Listing