Microsoft® Word 2007 – Intermediate

Duration: 1 day

This course is aimed at delegates who have a basic understanding of Word and who are looking to develop and enhance their skills to produce more complex documents.

Who should attend this course?

Delegates should have attended a Word 2007 introduction course or have equivalent knowledge.

Please refer to our introduction overview to check knowledge and understanding at that level before attending this course.

Course Objectives

Upon completion of this course participants will be able to:

- Work and edit bulleted and numbered multilevel lists
- Use section breaks to format a document and format text in columns
- Set and edit headers, footers, and page numbers
- Create, modify, and use tables as page layout elements
- Create mail merge documents using existing and new data sources
- Merge a data source into mailing labels
- Use the track changes features

Course Outline

Working with Lists
- Bulleted/numbered a multilevel list
- Customising numbered/bulleted lists
- Resetting bullet/number styles
- Sorting a list alphabetically

Using Section Breaks
- Working with section breaks and why they are important
- Inserting a next page break
- Inserting a continuous break

Working with Headers and Footers
- Creating headers and footers
- Inserting the current page number
- Inserting the current date
- Creating a first page header/footer
- Setting the starting page number

Working with Tables
- Creating a table
- Navigating a table
- Entering text into a table
- Hiding and showing gridlines
- Using the table ribbon bars
- Converting existing text into a table
- Converting tables to text

Using Mail Merge
- Working with mail merge ribbon bar
- Creating a data source
- Using existing data source
- Inserting merge fields in a document
- Previewing merged data
- Merging to a new document
- Sorting records to be merged
- Merging to the printer

Merging Mailing Labels
- Using mailing labels
- Creating mailing labels
- Selecting label options
- Attaching a data source
- Inserting label merge fields
- Merging labels to a new document

Tracking Changes
- Switching track changes on
- Changing the track changes default options
- Accepting and rejecting changes to a document