

WORD 2007 INTERMEDIATE

Introduction

Intermediate editing and formatting techniques

- finding and replacing formatting and special characters in a document
- adding special effects to text
- entering hidden text into a document
- adjusting character spacing in a document
- creating a multiple-section document
- revealing and clearing formatting in a document

Setting up a table

- inserting a table in a document
- formatting a table
- inserting and deleting rows/columns in a table
- converting text to a table
- using the table styles in the design tab

Setting up multiple-column documents

- creating parallel columns in a document
- creating newsletter-style columns in a document
- editing and restructuring newsletter-style columns

Creating charts and diagrams

- inserting a chart into a document
- modifying a chart
- inserting a diagram into a document

Using styles

- applying styles to text
- modifying a style for the current document
- using list and table styles

Setting up an outline document

- formatting a document for outline view
- working in outline view

Producing a report

- adding a border and shading to text
- adding a header/footer to a document
- adding page numbers to a document
- printing specific pages of a document

Collaborating with other word users

- tracking changes in a document
- inserting comments into a document
- responding to proposed changes and comments in a document
- merging revised copies of a document
- distributing a document for review via e-mail

Additional Intermediate Word features

- inserting a picture into a document
- creating a drawing in a document
- inserting a hyperlink into a document
- creating a blog
- splitting the document window/opening a new document window

Final case study