



Microsoft Word 2007- Intermediate

Automated Formatting

- Using the Format Painter
- Bullets and Numbering
- Inserting Symbols
- Assigning Shortcut Keystrokes
- Inserting Symbols with Keys
- Applying Styles
- Using Quick Style Sets
- Themes
- Using AutoFormat

Formatting Paragraphs

- Formatting Paragraphs
- Indenting Paragraphs
- First Line Indent
- Hanging Indent
- All Indent
- Decrease Indent
- Adjusting the Right Margin
- Using the Paragraph Box
- Copying Paragraph Formatting

Formatting with Tabs

- Formatting with Tabs
- Adding Tabs to the Ruler
- The Centre Tab
- The Right Tab
- The Decimal Tab
- Line Break Feature
- Using the Tabs Box
- Dot Leader Tabs
- Moving Tabs
- Clearing a Tab
- Show/Hide Command



Columns and Sections

- Columns and Sections
- Set Columns
- Changing Column Widths
- Section Breaks
- Setting Columns
- The More Columns Options
- Deleting Section Breaks
- Inserting Breaks
- Editing Breaks
- Setting up an Introduction Page

Inserting Clip Art

- Finding Clip Art
- Inserting Clip Art
- Aligning images
- Resizing images
- Enhancing Images

Borders and WordArt

- Graphic and Text Enhancement
- Using Picture Styles
- Using Picture Borders
- Adjusting Border Width
- Changing the Line Type
- The Formatting Picture Box
- Using Drop Caps
- Using WordArt
- WordArt Alignment
- Re-sizing a WordArt Object



Drawing Tools

- The Shapes Option
- Drawing Lines
- Drawing Rectangles and Squares
- Changing the Fill Color
- Changing the Line Color
- Changing the Line Style
- Drawing Ovals and Circles
- Inserting Other Shapes
- Shadow Effect
- Flipping and Rotating an Object
- Re-sizing Objects
- Moving Drawing Objects
- Changing Objects Stack Order
- Selecting Multiple Objects
- Selection Boxes
- Grouping Objects
- Deleting Drawing Objects

Watermarks

- Creating Watermarks
- Re-sizing Objects
- Modifying a Watermark
- Contrast / Brightness
- Viewing a Watermark

Creating Forms

- Form Fields
- Adding Form Fields
- Adding Text Form Fields
- Form Field Options
- Drop-Down Form Fields
- Adding Default Text to a Form Field
- Check Box Form Fields
- Text Form Fields Using Default Settings
- Hiding/Showing Form Field Shading
- Protecting The Form

Saving Forms as Templates

- Closing the Template
- Opening a Template
- Filling in Forms



Creating and Modifying Tables

- Inserting Tables
- Draw Table Button
- The Eraser Button
- Table Navigation
- Entering Table Data
- Selecting Cell Contents
- Selecting Groups of Cells
- Selecting Table Rows
- Selecting Table Columns
- Selecting the Entire Table
- AutoFit Table Contents
- Changing Column Widths
- Changing Row Height
- Inserting a Column into a Table
- Inserting Rows into a Table
- Deleting Rows and Columns
- Merging Table Cells

Formulas in Tables

- Using Formulas
- Summing a Column
- Repeating Formulas
- Display Field Codes
- Insert a Row into a Table
- Insert Text into a Cell
- Repeat a Value in a Cell
- Entering Formulas
- Recalculating Formulas

Tables and Charts

- Tables and Charts
- Creating Charts using the Object Button
- Hide/Show the Datasheet
- What Is Embedding?
- Re-sizing Charts
- Moving Charts
- Deleting a Chart
- Creating Charts using the Chart Button



Formatting Tables

- Formatting Tables
- Changing Text Direction
- Aligning Table Text
- Table Properties Dialogue Box
- Table Style
- Bold and Italics in Tables
- Changing Table Fonts
- Table Borders