

Microsoft Word 2007 Level 2 A One Day Training Course

Course Aims

This course is designed to give existing Word users additional skills and knowledge. It will iron out the many 'niggles' that self-taught users always have. Participants will gain a good understanding of sections (one of the biggest stumbling blocks when creating longer documents); page layout and formatting, graphics and mail-merge.

Course Outline

Review

- Paragraphs in Word
- Selection techniques
- Tables
- Page Layout

Useful Tools

- Quick Parts
- Find and Replace
- Go To
- Look up
- Synonyms
- Translate

Columns

- Creating and Formatting Columns

Sections and Breaks

- Page Breaks
- Insert Cover Page
- Understanding Sections and breaks
- Creating /Deleting Sections
- Printing Pages In Documents With Sections

Page Numbering

- Inserting, formatting and deleting

Headers and Footers

- Inserting and Formatting Headers or Footers
- Different First Page Header or Footer
- Creating Different Headers and Footers throughout your document

Target Audience

Those wishing to gain a better understanding and work more efficiently with Word. Those wishing to start creating or maintaining longer documents.

Assumed Knowledge

Attendees should have a good working knowledge of Word gained from attendance on the Word level 1 course or from experience.

Pictures and Objects

- Inserting ClipArt
- Inserting Pictures
- Moving and Resizing
- Word Art

Text boxes, Shapes and Charts

- Inserting Text Boxes Shapes and Charts
- Using the Drawing Canvas

Mail Merge

- Overview
- Mail Merge Wizard
- Mail Merge Options

Tabs

- Setting and Editing tab stops
- Setting Leader Character Tabs for forms

Basic Templates

- New from Existing
- Creating New Templates
- Modifying Existing Templates
- Creating a Template From an Existing File

Sorting – Text and Tables

- Sorting Data in Tables and Paragraphs

Essential Keyboard commands

- Introduced throughout course