

Word 2007 Intermediate Ref: WD27IM

Days of training: 1

Prerequisites: Word 2007: Basic or equivalent experience

Styles

Examining formatting

Creating styles

Modifying styles

Outlining

Using Full Screen Reading view

Sections and columns

Creating and formatting sections

Working with columns

Formatting tables

Table formatting basics

Borders and shading

Table data

Table styles

Printing labels and envelopes

Labels

Envelopes

Templates and building blocks

Template basics

Building blocks

Document properties

Graphics

Diagrams

Drawing tools

Formatting text graphically

Managing document revisions

Tracking changes in a document

Working with comments

Web features

Web pages

Hyperlinks