



Word 2007 Intermediate-Level 2

Word 2007: Intermediate, builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Course Length

1 Day

Prerequisites

Word 2007: Basic or equivalent experience

Topics

Unit 1: Styles

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Outlining

Topic E: Using Full Screen Reading view

Unit 2: Sections and columns

Topic A: Creating and formatting sections

Topic B: Working with columns

Unit 3: Formatting tables

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table data

Topic D: Table styles

Unit 4: Printing labels and envelopes

Topic A: Labels

Topic B: Envelopes



Unit 5: Templates and building blocks

Topic A: Template basics

Topic B: Building blocks

Topic C: Document properties

Unit 6: Graphics

Topic A: Diagrams

Topic B: Drawing tools

Topic C: Formatting text graphically Word 2007

Unit 7: Managing document revisions

Topic A: Tracking changes in a document

Topic B: Working with comments

Unit 8: Web features

Topic A: Web pages

Topic B: Hyperlinks