



Computer Consultants Corporation

Microsoft Word

Intermediate

Length of course: 1 class days (6 hours)

Objective(s): To expand on basic skills, including using more advanced formatting techniques, create tables and charts, perform a mail merge, and use section breaks and other features to create more sophisticated documents in Microsoft Word.

Prerequisites: Introduction to Microsoft Word 2007 or demonstrated familiarity with its topics.

Working with Tables

- Inserting Tables
- Using the Table Button Grid
- Using Table Tools
- Sorting Tables
- Inserting Rows and Columns
- Aligning Table Data
- Merging and Splitting Cells
- Adding Borders and Shading to a Table
- Drawing Tables
- Sizing Rows and Columns
- Dragging to Adjust Row Heights and Column Widths
- Distributing Rows and Columns
- Using Table Styles to Format a Table

Working with Section Breaks

- Inserting Section Breaks

Using WordArt, Clip Art and Smart Art

- Inserting WordArt
- Formatting WordArt
- Finding Clip Art
- Sizing and Rotating Clip Art
- Performing Basic Picture Editing

Setting Margins

- Margins Compared to Indents

Navigating in Long Documents

- Navigating with the Go to Command
- Navigating with Bookmarks
- Using Hyperlinks in Documents
- Changing Word Window Views
- How the Split Bar Works

Working with Page Orientation and Size

- Setting the Page Orientation
- Setting the Paper Size

Formatting the Page Background

- Adding Page Colors and Page Borders

Working with Footnotes and Endnotes

- Inserting Footnotes
- The Footnote and Endnote Dialog Box
- Introducing Headers and Footers

Inserting Captions and a Table of Figures

- Inserting Captions
- Generating a Table of Figures

Working with Templates

- Using the Normal Template
- Using Other Templates
- Creating a Template from Scratch
- Modify a Template

Using Mail Merge

- Components of a Mail Merge
- The Benefits of Using Mail merge
- The Mailings Tab
- Working with the Data Source
- Designing Effective Data Sources
- Creating Address Lists
- Reviewing Your Records
- Working with Main Documents
- Setting Up Main Documents
- Conducting a Merge
- Previewing the Results
- Finishing the Merge
- Using Envelopes and Labels with Mail Merge
- Generating Envelopes with Mail Merge
- Generating Labels with Mail Merge