



Intermediate Word 2003/2007

Course Outline

Duration: 1 Day

Revision

Selection and Navigation Techniques
Using AutoText and AutoCorrect

Working with Longer Documents

The Document Creation Process
Using the Document Map
Formatting Headings
Formatting Paragraphs
Formatting Pages
Using the Format Painter
Working with Bullets and Numbers
Line and Paragraph Spacing
Setting Tabs and Indents
Using Line Breaks
Creating Watermarks

Styles

What are Styles?
Applying existing Styles
Modifying Styles
Creating and deleting Styles
Finding and replacing Styles
Managing Styles

Table of Contents

Inserting a Table of Contents based on Styles
Modifying a Table of Contents
Updating a Table of Contents

Section Breaks

Understanding Section Breaks
Inserting Section Breaks
Removing Section Breaks

Headers and Footers

Understanding Headers and Footers
The Header and Footer Toolbar
Creating different Headers and Footers in Sections
Inserting and formatting Page Numbering

Columns

Creating Columns
Inserting Column breaks

Complex Tables

Heading Rows Repeat
Using Autofit
Distributing Rows and Columns
Coping and Pasting Rows
Troubleshoot Tables

Mail Merge

Understanding Mail Merge
Creating a Data Source in Excel
Mail Merge to Letters and Labels
Editing the Data Source

Using Track Changes

Understanding Track Changes
Turn on Track Changes
Protect Tracked Changes with Password
Customising View Settings
Reviewing, accepting and rejecting track changes

Working with Objects

Inserting and formatting Pictures
Using Paste Special... to decrease file sizes
Copying and linking a Chart from Excel
Creating Diagrams using SmartArt

Using Shortcut Keystrokes