

INTERMEDIATE WORD 2007

SECTION 1: Managing Your Documents

Lesson 1.1: Using My Computer within Word

Navigating Using My Computer
Performing Basic Tasks with My Computer
Using Views in My Computer
Using the My Places Toolbar

Lesson 1.2: Saving Your Files

Using File Formats
Publishing to PDF or XPS
Setting File Passwords
Using AutoRecovery

Lesson 1.3: Finishing Your Files

Using File Properties
Running the Document Inspector
Marking a Document as Final
Encrypting Your Documents
Digitally Signing Your Documents
Inserting a Signature Line

Lesson 1.4: Viewing Your Files

Opening a Copy of Your Document
Arranging Windows
Comparing Documents Side-By-Side
Splitting a Document

Lesson 1.5: Making Word Work Backwards

Opening Documents in Word 97-2003 Format
Converting Documents in Word 97-2003 Format
Running the Compatibility Checker
Saving Documents in Word 97-2003 Format
Setting Compatibility Options
Compatibility Packs for Microsoft Office Word 2003

SECTION 2: Using Formatting Tools

Lesson 2.1: Working with Templates

Creating a Template
Saving a Template
Opening a User Created Template
Using a Template
Attaching a Template to a Document

Lesson 2.2: Using Bullets and Numbering

Types of Lists
Creating a Basic List
Creating a Multilevel List
Creating Custom Bullets or Numbers
Continuing a List
Removing Bullets or Numbering

Lesson 2.3: Using the Paragraph Dialog

Applying Alignment
Applying Indentation
Applying Spacing
Setting Defaults
Sorting Text

Lesson 2.4: Using Delineation Tools

- Using Columns
- Inserting a Line Break
- Inserting a Page Break
- Inserting a Section Break
- Setting Page and Line Break Options

Lesson 2.5: Working with Pages

- Adding a Cover Page
- Creating a Blank Page
- Changing the Page Color
- Adding a Watermark
- Adding a Page Border

Lesson 2.6: Adding Hyperlinks

- Types of Links
- Inserting a Link
- Editing a Link
- Following a Link
- Removing a Hyperlink
- Step by Step

SECTION 3: Creating Headers and Footers

Lesson 3.1: Creating Basic Headers and Footers

- Using a Preset Header or Footer
- Editing a Header or a Footer
- Adding a Header or Footer to the Gallery
- Navigating Through Headers and Footers
- Removing a Header or a Footer

Lesson 3.2: Using the Header and Footer Tools Design Tab

- Header and Footer Tools
- Insert Commands
- Navigation Commands
- Header and Footer Options
- Position Options
- Closing Header and Footer View

Lesson 3.3: Inserting Page Numbers

- Inserting Page Numbers
- Changing Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Lesson 3.4: Doing More with Headers and Footers

- Aligning Text
- Adding Graphics
- Inserting the Date and Time
- Linking and Unlinking Headers and Footers
- Positioning Headers and Footers

SECTION 4: Using Time Saving Tools

Lesson 4.1: Using Language Tools

- Setting Your Language
- Using the Spelling and Grammar Context Menu
- Running a Spelling and Grammar Check
- Setting Spelling and Grammar Options
- Controlling Hyphenation

Performing a Word Count

Lesson 4.2: Using Research Tools

Performing Research
Using the Thesaurus
Translating a Word
Translating a Document

Lesson 4.3: Inserting Pre-Defined Text

Using and Customizing AutoCorrect
Inserting the Date and Time
Inserting a Symbol
Inserting Special Characters

Lesson 4.4: Using Smart Tags

Enabling Smart Tags
Types of Smart Tags
Making Smart Tags Appear
Using Smart Tags

SECTION 5: Finishing Your Document

Lesson 5.1: Making Your Document Consistent

Using Themes
Using Theme Colors
Using Theme Fonts
Using Theme Effects

Lesson 5.2: Using the Mail Merge Wizard

Mail Merge Basics
Starting the Wizard and Choosing a Document
Selecting a Starting Document
Selecting Recipients
Creating Your Document
Previewing Your Document
Completing the Merge

Lesson 5.3: Performing a Manual Mail Merge

Using the Mailings Tab
Selecting a Starting Document
Selecting and Editing Recipients
Adding Fields
Adding Rules
Previewing and Finishing the Merge

Lesson 5.4: Sending a Document Electronically

Faxing a Document
E-Mailing a Document as an Attachment with Outlook
E-Mailing a Document as a PDF or XPS Attachment
Using E-Mail Features