

ADVANCED WORD 2007

SECTION 1: Working with Graphics

Lesson 1.1: Working with Images

- Inserting a Picture from a File
- Working with Images
- Using the Picture Tools Tab
- Adding Styles and Effects
- Resizing Images
- Adding Captions
- Using the Format Picture Dialog

Lesson 1.2: Working with ClipArt

- Using the ClipArt Task Pane
- Inserting ClipArt
- Formatting ClipArt
- Moving ClipArt
- Resizing ClipArt

Lesson 1.3: Working with WordArt

- Inserting WordArt
- Using the WordArt Tools Tab
- Editing Text
- Changing the Style
- Manually Formatting WordArt
- Resizing WordArt
- Using the Format WordArt Dialog

Lesson 1.4: Using AutoShapes

- Inserting AutoShapes
- Using the Drawing Tools Tab
- Formatting AutoShapes
- Using 3-D Effects and Shadows
- Using the Format AutoShape Dialog

Lesson 1.5: Arranging Graphics

- Positioning Shapes
- Using Text Wrapping
- Rotating Shapes
- Ordering Shapes
- Grouping Images
- Using Align and Distribute
- Using the Grid

SECTION 2: Working with Advanced Graphics and Objects

Lesson 2.1: Using Building Blocks

- Adding Watermarks
- Inserting Quick Parts
- Adding Quick Parts
- Using the Building Blocks Organizer
- Inserting Building Blocks

Lesson 2.2: Creating SmartArt

- Adding SmartArt
- Using the Text Pane
- Using the SmartArt Tools Design Tab
- Using the SmartArt Tools Format Tab

Lesson 2.3: Editing SmartArt

Resizing and Moving Your Diagram
Changing the Layout
Changing the Color Scheme
Changing the Effects Scheme
Working with Shapes
Adding Text Effects

Lesson 2.4: Using Text Boxes

Inserting a Pre-Defined Text Box
Drawing a Text Box
Working with Text Boxes
Using the Text Box Tools Tab
Changing the Appearance of a Text Box
Adding Shadow and 3-D Effects
Linking Text Boxes

Lesson 2.5: Embedding Objects

Adding Text from a File
Creating a New Object
Creating an Object from a File
Linking Objects to a Word Document

SECTION 3: Using Tables**Lesson 3.1: Creating Tables**

Anatomy of a Table
Inserting a Table
Drawing a Table
Using Quick Tables
Selecting Cells, Columns, or Rows
Inserting and Deleting Rows and Columns

Lesson 3.2: Editing Tables

Using the Table Tools Design Tab
Using the Table Tools Layout Tab
Merging and Splitting Cells
Resizing Cells, Columns, or Rows
Moving and Resizing a Table

Lesson 3.3: Applying Basic Formatting

Applying a Table Style
Aligning a Table and its Cells
Changing Cell Margins and Spacing
Changing Text Direction

Lesson 3.4: Applying Advanced Formatting

Using AutoFit and Distribute
Manually Formatting a Table
Using the Borders Buttons
Using the Borders and Shading Dialog
Using the Table Properties Dialog

SECTION 4: Doing More with Tables**Lesson 4.1: Advanced Table Tasks**

Sorting Table Data
Converting a Table to Tabbed Text
Converting Tabbed Text to a Table
Creating an Excel Spreadsheet

Lesson 4.2: Advanced Data Tasks

- Using Formulas
- Inserting Equations
- Using the Equation Tools Tab
- Saving an Equation to the Gallery

Lesson 4.3: Chart Tools

- Inserting a Basic Chart
- Using the Chart Tools Design Tab
- Using the Chart Tools Layout Tab
- Using the Chart Tools Format Tab

Lesson 4.4: Working with Charts

- Creating a Chart from an Existing Table
- Analyzing Chart Data
- Using the Format Chart Dialogs
- Adding Captions

SECTION 5: Using Styles

Lesson 5.1: Using the Quick Style Gallery

- Understanding Styles
- Applying a Style
- Changing Text's Style
- Removing a Style from Text
- Using the Apply Styles Window

Lesson 5.2: Changing Your Styles

- Changing Your Style Set
- Changing Your Color Scheme
- Changing Your Font Scheme
- Making Changes Permanent

Lesson 5.3: Using the Styles Pane

- Opening the Styles Task Pane
- Using the Styles Task Pane
- Applying Styles
- Modifying a Style
- Deleting a Style
- Modifying Style Pane Options

Lesson 5.4: Doing More with Styles

- Creating Styles from Existing Text
- Creating Styles Using the Task Pane
- Modifying the Quick Style Gallery
- Using the Style Inspector
- Managing Styles

SECTION 6: Advanced Topics

Lesson 6.1: Modifying Basic Word Options

- Opening the Options Dialog
- Using the Options Dialog
- Changing Your User Name
- Changing Word's Color Scheme

Lesson 6.2: Modifying Advanced Word Options

- Controlling Display Options
- Setting Spelling Options

Setting AutoRecover Options
Customizing the Recent Documents List
Controlling Paste Options

Lesson 6.3: Information Rights Management

System Requirements
Installing Information Rights Management Client Software
Using Information Rights Management
Viewing a Document Protected by Information Rights Management

Lesson 6.4: Word and Windows

Starting Word on Windows Boot
Using Office Diagnostics
Checking for Office Updates