

## Microsoft Word 2007 Intermediate – 1 Day

Having acquired a working knowledge of Microsoft Word on the Foundation course, you will now be in a position to learn more about what this Word processor can offer you.

This course will give you the knowledge to carry out most of the everyday tasks you would expect to use Word to complete.

In this course the following areas will be covered, we can also teach this content in either Word XP or 2003

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### Section One: Managing your Documents

- Using My Computer within Word
- Saving your Files
- Finishing your Files
- Viewing your files
- Making Word work Backwards

### Section Two: Using Formatting Tools

- Working with Templates
- Using Bullets & Numbering
- Using the Paragraph Dialogue
- Using Delineation Tools
- Working with Pages
- Adding Hyperlinks

### Section Three: Creating Headers & Footers

- Creating Basic Headers & Footers
- Using the Design Ribbon Tools
- Inserting Page Numbers
- More with Headers & Footers

### Section Four: Using Time Saving Tools

- Using the Language Tools
- Using Research Tools
- Inserting Pre-Defined Text
- Using Smart Tags

### Section Five: Finishing your Document

- Making your Documents Consistent
- Using the Mail Merge Wizard
- Performing a Manual Mail Merge
- Sending documents Electronically



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