

Word 2007:

Intermediate

Topic-Level Outline

Days: 1

Prerequisites: Word 2007: Basic or equivalent experience

Unit 1: Styles

Topic A: Examining formatting

A-1: Using the Reveal Formatting pane

Topic B: Creating styles

B-1: Applying a style

B-2: Creating a style by example

B-3: Basing one style on another

B-4: Controlling pagination by using styles

B-5: Creating a character style

Topic C: Modifying styles

C-1: Modifying a style

C-2: Overriding a style

C-3: Modifying the Normal style

C-4: Exporting a style

Topic D: Outlining

D-1: Creating an outline

D-2: Organizing an outline

D-3: Formatting an outline

Topic E: Using Full Screen Reading view

E-1: Using the Document Map pane

E-2: Viewing document thumbnails

## Unit 2: Sections and columns

### Topic A: Creating and formatting sections

A-1: Inserting and deleting section breaks

A-2: Formatting sections

A-3: Inserting section headers and footers

A-4: Formatting section page numbers

### Topic B: Working with columns

B-1: Formatting text into columns

B-2: Inserting column breaks

B-3: Adding a heading across columns

## Unit 3: Formatting tables

### Topic A: Table formatting basics

A-1: Aligning text in table cells

A-2: Merging table cells

A-3: Splitting table cells

A-4: Changing text orientation

A-5: Changing row height

### Topic B: Borders and shading

B-1: Changing table borders

B-2: Shading table cells

### Topic C: Table data

C-1: Sorting table data

C-2: Splitting a table

C-3: Repeating the header row

C-4: Entering a formula in a table

Topic D: Table styles

D-1: Applying table styles

D-2: Using style options

D-3: Modifying a table style

Unit 4: Printing labels and envelopes

Topic A: Labels

A-1: Printing multiple labels for a single address

Topic B: Envelopes

B-1: Printing a single envelope

Unit 5: Templates and building blocks

Topic A: Template basics

A-1: Using a template

A-2: Saving an altered template

A-3: Creating a document from a user-defined template

A-4: Saving a template in the Templates folder

Topic B: Building blocks

B-1: Using the Building Blocks Organizer

B-2: Inserting building blocks

B-3: Creating building blocks

B-4: Modifying a building block

B-5: Deleting building blocks

Topic C: Document properties

C-1: Protecting a document

C-2: Viewing and editing document properties

C-3: Viewing document statistics

## Unit 6: Graphics

### Topic A: Diagrams

A-1: Creating an organization chart

A-2: Formatting an organization chart

### Topic B: Drawing tools

B-1: Drawing a shape

B-2: Modifying a shape

B-3: Inserting a text box

B-4: Formatting a text box

B-5: Arranging multiple objects

B-6: Changing a shape into another shape

### Topic C: Formatting text graphically

C-1: Using WordArt

C-2: Inserting and modifying a drop cap

C-3: Inserting a pull quote

## Unit 7: Managing document revisions

### Topic A: Tracking changes in a document

A-1: Tracking changes while editing

A-2: Reviewing and accepting revisions

A-3: Viewing changes by different reviewers

A-4: Restricting edits to tracked changes

A-5: Managing multiple documents simultaneously

A-6: Merging revisions

### Topic B: Working with comments

- B-1: Inserting and modifying comments
- B-2: Merging changes into an existing document
- B-3: Printing comments
- B-4: Deleting a comment

#### Unit 8: Web features

##### Topic A: Web pages

- A-1: Previewing a document as a Web page
- A-2: Saving a document as a Web page
- A-3: Opening an HTML document in a browser
- A-4: Editing an HTML document in Word

##### Topic B: Hyperlinks

- B-1: Inserting a hyperlink to an HTML file
- B-2: Navigating with hyperlinks
- B-3: Creating a hyperlink to a Word document