



Microsoft Word 2007 Intermediate

1.0 Working with Styles

- 1.1 Creating Text Styles
 - 1.2 Modifying Styles
 - 1.3 Renumbering Lists
 - 1.4 Sorting Lists
 - 1.5 Customizing and Structuring Lists
 - 1.6 Chapter Review Test
- Lab

2.0 Sections and Columns

- 2.1 How to Create and Format a Section
 - 2.2 Controlling the Appearance of Characters
 - 2.3 Adding Headers and Footers
 - 2.4 Chapter Review Test
- Lab

3.0 Formatting Tables

- 3.1 Positioning the Text in a Cell
 - 3.2 Adding Borders and Shading
 - 3.3 Sorting Table Data
 - 3.4 Performing Calculations in a Table
 - 3.5 Chapter Review Test
- Lab

4.0 Labels and Envelopes

- 4.1 Printing Labels and Envelopes
- 4.2 Chapter Review Test

5.0 Templates and Building Blocks

- 5.1 Introduction to Templates
 - 5.2 Creating a Template
 - 5.3 How to Apply a Theme
 - 5.4 What are QuickParts
 - 5.5 Modifying QuickParts
 - 5.6 Chapter Review Test
- Lab
- Lab

6.0 Graphics

- 6.1 Working with Diagrams
- 6.2 Customizing SmartART
- 6.3 Drawing Tools in MS Word
- 6.4 Displaying Text as a Graphic
- 6.5 Chapter Review Test

7.0 Document Revision Management

- 7.1 Tracking Changes in a Document
 - 7.2 Adding, Editing, and Viewing Comments
 - 7.3 Chapter Review Test
- Lab

8.0 Web Features of MS Word

- 8.1 Saving a Document as a Web Page
 - 8.2 Adding Hyperlinks
 - 8.3 Chapter Review Test
- Lab