

## **Course outline for MS Word 2007 - Intermediate level**

### **TEXT EDITING**

- Inserting special characters & symbols
- AutoCorrect options
- AutoFormat as you type
- Animated text effects
- Text wrapping options
- Text orientation formatting options
- WordArt

### **PARAGRAPH EDITING**

- Paragraph shading options
- Paragraph border options
- Reversing the colours of a paragraph
- Widow paragraphs and orphan paragraphs

### **TEMPLATES**

- Creating a new template based on an existing document or template
- Customising Normal.dotm
- Recreating a default Normal.dotm file

### **SECTION BREAKS**

- Creating sections within a document
- Viewing and deleting section breaks within a document

### **WORKING WITH COLUMNS**

- Creating multiple column layouts
- Additional column formatting options
- Applying and deleting column breaks

### **TABLES**

- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, color and style
- Sorting data within a table
- Formulas and tables
- Merging and splitting cells within a table
- Merging cells
- Splitting cells

### **WORKING WITH GRAPHICS**

- Inserting Shapes
- Reordering graphics
- Placing a graphic in front or behind text
- Modifying image colours and borders
- Grouping or ungrouping shapes
- Inserting a watermark

### **STYLES**

- Applying styles to a word, line or a paragraph



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

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