



Exact Business Solutions Pty Ltd

Course Outlines

EBS-240 Microsoft Word Intermediate 2007

A One-Day Guide

Ref No. DD201

Course Aims This course aims to provide a good understanding of the intermediate concepts of Word Processing including Tables, Headers & Footers, Mail Merge and Styles.

Objectives At the end of the course, you will have learned to:

- Recognise Word's automatic features of AutoText and Automatic Formatting
- Automatically format a document.
- Columns & Sections
- Section Breaks
- Tabs
- Views
- Drop Caps
- Insert Headers and Footers
- Use Mail Merge
- Create and Modify Styles
- Sort text
- Use Find and Replace
- Insert Symbols

Number of Pages 105

Audience The course is aimed at those participants who wish to use Microsoft Word 2007 efficiently. You will want to confidently create and edit professional looking documents.

Prerequisites It is essential that participants have good mouse skills and knowledge of Word to an introductory level.

Course Length In a training environment this course is suitable for one day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

EBS-240 Microsoft Word Intermediate 2007 in Detail

Document Formatting

- Margins
- Landscape Printing
- Page Breaks

Headers and Footers

- Typing a Header
- Header Icons
- Typing a Footer
- Page Numbering
- Using Fields in the Footer
- Inserting the Filename

AutoFormats

- The Style Gallery

Columns and Sections

- Creating Columns
- Multiple Column Formats
- Creating Sections
- Inserting a Column Break
- Exercise – Columns and Sections

Section Breaks

- Inserting a Section Break
- Numbering a Section

Tabs

- Types of Tabs
- Before you Start
- Editing the Tabs
- Leader Characters

Using Views

- Draft View
- Print Layout View
- Outline View
- Reading Layout View
- Zoom Control
- Zoom Group

Drop Caps

- Margin Drop Caps

Merge Documents

- Example - the Main Document
- Starting the Merge
- Field Names
- New Address List
- Typing the Main Document
- Previewing the Letters
- Performing the Merge
- Exercise - Mail Merge

Find and Replace

- Finding Text
- Find Options
- Replacing Text

Tracking Changes

- Highlighting Changes
- Track Changes Options
- Reviewing Changes
- Turning Off Changes

Styles

- Style Characteristics
- Applying Styles
- Updating Styles
- Creating New Styles
- Adding Styles to the Template
- Viewing the Style Area

AutoText

- Creating an AutoText Entry
- Storing an AutoText Entr
- Using the AutoText Entries

Sorting

- Sorting Text or Numbers
- Sorting Tables

Synonyms

- Using the Thesaurus

Symbols

- Inserting Symbols
- Choosing a different Font Set

Pictures

- Inserting a Picture
- Previewing a Clip
- Inserting the Picture
- Moving the Picture

Revision One

Appendix

- Character Quick Keys
- Paragraph Quick Keys
- Inserting Breaks
- Other Handy Keys