

WORD002: Microsoft Word 2007 Level 2

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with hands-on exercises

Course Description: This course for Word Intermediate is designed to give proficiency in using more advanced Word features and functions, such as creating columns and sections, formatting tables, importing table data, applying styles, using the drawing tools, and managing document revisions.

Course Outline

Styles

- Examining Formatting
- Creating Styles
- Modifying Styles
- Outlining
- Using Full Screen Reading View

Sections and Columns

- Creating and Formatting Sections
- Working with Columns

Formatting Tables

- Table formatting basics
- Borders and shading
- Table Data
- Table Styles

Printing Labels and Envelopes

- Labels
- Envelopes

Templates and Building Blocks

- Template Basics
- Building Blocks
- Document Properties

Graphics

- Diagrams
- Drawing Tools
- Formatting Text Graphically

Managing Document Revisions

- Tracking Changes in a Document
- Working with Comments

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped