

Word 2007

Proficient user

8 Modules - 68 topics

Present your paragraphs differently

Find out how to position text on the page and how to create lists.

Paragraph indents

Setting a tab stop

Tab stop with leader line

Managing tab stops

Numbered and bulleted lists

Customised bulleted lists

Customised numbered lists

Different levels in a list

List styles

Hanging indents

Total number of topics in the module: 10

Manage text precisely

Master hyphenation and control the interventions of AutoCorrect, create a dictionary, insert specific characters and apply specific presentations. Find translations or information from the web, count words, use the document properties.

Hyphenation

Nonbreaking spaces/hyphens

Inserting special characters

Character spacing and position

Drop caps

Managing a custom dictionary

AutoCorrect settings

Search and translation functions

Statistics and document properties

Total number of topics in the module: 9

Do more with tables

Simple techniques for perfecting and exploiting tables.

Alignment in cells, table alignment

Merging or splitting cells

Converting text to table, table to text

Sorting a table or a list of paragraphs

Calculating in a table

Total number of topics in the module: 5

Add impact with pictures, charts and diagrams

Know how to customise and reposition your illustrations. Add a watermark. Let charts and diagrams explain your data for you. Insert captions and a table of illustrations.

Managing a picture

Positioning and wrapping a picture
Captions and table of illustrations
Document background
Charts
Inserting objects from other applications
Diagrams

Total number of topics in the module: 7

Make letters - or mailshots - simple

Use AutoTexts and create envelopes. Learn how to design and run a mail merge.

Creating an AutoText
Using an AutoText
Managing AutoTexts
The computer's date
Creating envelopes/address labels
Mail merge: associating document and recipients
Inserting mail merge fields
Running a mail merge
Editing the recipients
Adding and deleting recipients
Sorting a list of recipients
Selecting the records to print
Printing labels via the mail merge

Total number of topics in the module: 13

Get started with long documents

Working with a long document is first of all about managing pages, numbering them etc, so that the printed document is exploitable.

Moving around a long document
Headers and footers
Numbering pages
Managing automatic page breaks
Footnotes/endnotes
Managing existing footnotes/endnotes
Outline of a document
Table of contents
Index

Total number of topics in the module: 9

Create or modify themes, styles and templates

Creating attractive documents becomes easy when you know how to customise and create themes, styles and templates.

Creating and customising a theme
Creating a style
Modifying a style
Deleting a style
Style sets

Total number of topics in the module: 5

Work as a team

A different colour pen for each reviewer? Not any more. Word's communication and

collaboration tools make life easier. But before that, find out how to share your document effectively using different formats.

Transferring and exporting: e-mails, blogs

Transferring and exporting: PDF, XPS, text, web

Comments

Tracking changes

Managing tracked changes

Merging and comparing documents

Protecting shared documents

Protecting documents by setting a password

Finalising documents

Converting Word documents

Total number of topics in the module: 10