

## Word 2007: Intermediate

1 day

### Description

This ILT Series course builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Word 2007 exam (77-601). For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced.

### Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Word 2007: Basic*

### Course Outline

#### **Unit 1: Styles**

Topic A: Examining formatting  
Topic B: Creating styles  
Topic C: Modifying styles  
Topic D: Outlining  
Topic E: Using Full Screen Reading view

#### **Unit 2: Sections and columns**

Topic A: Creating and formatting sections  
Topic B: Working with columns

#### **Unit 3: Formatting tables**

Topic A: Table formatting basics  
Topic B: Borders and shading  
Topic C: Table data  
Topic D: Table styles

#### **Unit 4: Printing labels and envelopes**

Topic A: Labels  
Topic B: Envelopes

#### **Unit 5: Templates and building blocks**

Topic A: Template basics  
Topic B: Building blocks  
Topic C: Document properties

#### **Unit 6: Graphics**

Topic A: Diagrams  
Topic B: Drawing tools  
Topic C: Formatting text graphically

#### **Unit 7: Managing document revisions**

Topic A: Tracking changes in a document  
Topic B: Working with comments

#### **Unit 8: Web features**

Topic A: Web pages  
Topic B: Hyperlinks