

Word 2007: Intermediate Topic-Level Outline

Days: 1

Prerequisites: *Word 2007: Basic* or equivalent experience

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