

Microsoft Word 2007 Intermediate: This course will continue emphasizing Word 2007's more advanced features. They include:

- Working with Styles
 - Formatting
 - Creating
 - Modifying
 - Outlining
 - Views

- Changing formatting within the page structure
 - Sections
 - Columns

- Tables
 - Basic formatting
 - Borders and shading
 - Data in tables
 - Styles

- Labels and envelopes
 - Creating and printing labels
 - Creating and printing envelopes

- Templates
 - Built in templates
 - Creating templates
 - Properties

- Graphics
 - Diagrams
 - Tools
 - Graphic text

- Revising documents
 - Track changes
 - Comments

- Word and the Internet
 - Web pages
 - Hyperlinks