



Word 2007: Intermediate

Topic-Level Outline

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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