



CORPORATE & CAREER TRAINING

WORD 2007 - TABLES, TEMPLATES & GRAPHICS

TRAINING OUTLINE

6 HOURS

I. SETTING TABS

- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab
- Creating a Bar Tab

II. INDENTING PARAGRAPHS

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

III. USING NUMBERS AND BULLETS

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

IV. WORKING WITH TABLES

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table Feature
- Converting Existing Text into a Table
- Inserting Quick Tables

V. EDITING A TABLE

- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing Rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading

VI. SORTING TABLE DATA

- Designing a Table to be Sorted
- Sorting a Table Alphabetically
- Sorting a Table Numerically
- Sorting a Table by Date
- Sorting a Table by Multiple Columns

VII. APPLYING BORDERS AND SHADING

- Using Borders and Shading
- Adding Borders and Shading to Text
- Adding a Border to a Page
- Adding a Border to a Table
- Removing a Border from a Table
- Adding and Removing Shading

VIII. INSERTING GRAPHICS

- Inserting Clip Art
- Inserting a Picture
- Formatting Pictures
- Creating WordArt Objects
- Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

IX. INSERTING DATES AND SYMBOLS

- Inserting the Date and Time
- Inserting Symbols
- Inserting Special Characters

X. USING TEMPLATES

- Selecting an Existing Template
- Creating a Template
- Modifying a Template
- Deleting a Template