



Word 2007: Advanced

Instructor: Dan Schluckbier

Lesson 1: Managing Lists

- Sorting
- Renumber a List
- Create an Outline List

Lesson 2: Managing Tables and Table Data in Documents

- Convert Tabbed Text into a Table
- Merge Cells in a Table
- Open an Excel Table in Word
- Sort Table Data
- Perform Calculations in Tables
- Create and Modify a Chart Based on Word Table Data
- Link Excel Data in a Word Table

Lesson 3: Customizing Character and Paragraph Formats

- Control Character Appearance
- Control Paragraph Flow

Lesson 4: Customizing Styles for Document Elements

- Create a Text Style
- Modify an Existing Style

Lesson 5: Graphics

- Resize a Picture
- Wrap Text Around a Picture
- Draw Shapes
- WordArt
- Using Text Boxes

Lesson 6: Structuring Content Using Quick Parts

- Creating Building Blocks
- Inserting Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

- Insert Section Breaks
- Using Headers & Footers in Sections
- Create a Newsletter Style Layout

Lesson 8: Automating Tasks Using Macros & Templates

Lesson 9: Mail Merge

- Perform a Mail Merge
- Mail Merge Envelopes & Labels

**For more information or to register,
please call 989.797.4075.**