

## Information Technology and Computer Skills Training

# WORD 2007 – INTERMEDIATE/ADVANCED

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

### Course Content

Learners who attend this Intermediate/Advanced Level workshop will receive information to increase their proficiency in the following areas:

#### WORKING WITH GRAPHICS AND CHARTS

##### Inserting and Formatting Text Boxes

##### Adding Shapes

- How To Insert/Color An AutoShape Object

##### Inserting Pictures and WordArt

- How To Change A Picture Style
- How To Apply An Effect To A Picture
- How To Insert A WordArt Object

##### Creating Watermarks

##### Working With Objects And Illustrations

- How To Insert A Quote Or Sidebar
- How To Insert/Change SmartArt

##### Creating Charts

#### WORKING WITH STYLES AND AUTOMATING FEATURES

- How To Create/Apply Character and Paragraph Styles
- How To Create/Modify A Document Template
- How To Use AutoCorrect Options
- How To Use Quick Spelling/Grammar Correction
- How To Use A Building Block
- How To Automate Tasks With Macros

#### CREATING A MAIL MERGE AND LABELS

- How To Select The Document Type
- How To Select The Recipients
- How To Add Records To The Data Source
- How To Write Your Letter
- How To Preview Your Letter
- How To Perform A Mail Merge
- How To Insert Merge Fields
- How To Use If...Then...Else Fields
- How To Change The Format Of The Merged Data

#### Creating Mailing Labels

- How To Create Mailing Labels
- How To Locate A Data Source For Mailing Labels
- How To Arrange The Content Of Labels
- How To Complete The Mailing Labels

#### WORKING WITH COLUMNS

- How to Create Columns
- How to Format Columns

#### WORKING WITH ONLINE FORMS

- How to Create Online Forms.
- How to Insert Content Controls
- How to Prepare the Form for Distribution



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