



# Word 2007: Intermediate

**Prerequisites:** *Word 2007: Basic* or equivalent experience

## **Unit 1: Styles**

Examining formatting  
Creating styles  
Modifying styles  
Outlining  
Using Full Screen Reading view

## **Unit 2: Sections and columns**

Creating and formatting  
sections  
Working with multiple columns

## **Unit 3: Formatting tables**

Table formatting basics  
Borders and shading  
Table data  
Table styles

## **Unit 4: Printing labels and envelopes**

Labels  
Envelopes

## **Unit 5: Graphics**

Diagrams  
Drawing tools

## **Unit 6: Document templates**

Template basics  
Document properties

## **Unit 7: Managing document revisions**

Tracking changes in a document  
Working with comments

## **Unit 8: Web features**

Web pages  
Hyperlinks