



# Innovative Management & Professional Training

Training Venue: Unit 201, Alissta Towers

Telephone: 345-943-4678

INTERMEDIATE WORD 2007

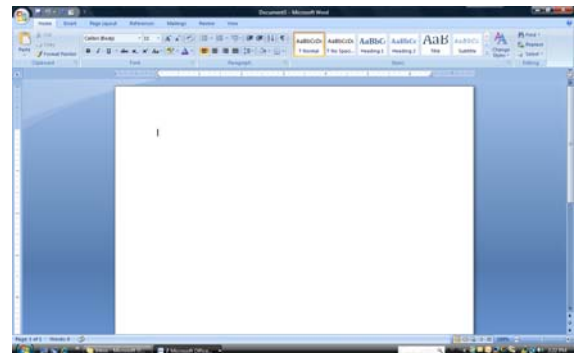
(A 6-hour Program)

## Increase your competence in Word by learning Intermediate skills!!

Learn about the intricacies of WORD 2007. If you have completed a basic WORD program or just need to sharpen your skills, give us 6 hours and we will show you the features that make WORD a valuable resource.

### Course Content

- **What's New in WORD 2007**
- **Formatting Paragraphs**
  - Paragraph Alignment
  - Line Spacing
  - Paragraph Spacing
  - Paragraph Indents
  - Borders and Shading
  - Repeating and Copying Formats
  - Bulleted and numbered Lists
  - Symbols and Special Characters
- **Tabs**
  - Setting Tabs
  - Setting Leader Tabs
  - Clearing Tabs
  - Adjusting Tab Settings
- **Tracking Changes**
- **Tables**
  - Creating a Table
  - Keying and Editing Text in Tables
  - Selecting Cells, Rows and Columns
  - Editing Table Structures
  - Formatting Tables and Cell Contents
  - Converting Tables and Text
- **Page Formatting**
  - Page and Section Breaks
  - Page Numbers, Headers, and Footers



**Maximum No. of Participants: 8**