



# CenterPoint Solution, LLC

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## MICROSOFT® WORD® - INTERMEDIATE LEVEL 2007

### *Course Description:*

In this course, you will create complex documents in Microsoft® Word® 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word® 2007 efficiency tools.

### *Who Should Take This Course:*

This course was designed for persons who can create and modify standard business documents in Microsoft® Word® 2007, and who need to learn how to use Word® 2007 to create or modify complex business documents as well as customized Word efficiency tools.

### *Achieved Results:*

You will create complex documents in Microsoft® Word® 2007 documents and build personalized efficiency tools in Microsoft® Word® 2007.

### *Course Outline:*

- Manage lists
- Customize tables and charts
- Customize formatting with styles and themes
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates to automate document creation
- Perform mail merges
- Use macros to automate common tasks