

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Intermediate  
Microsoft Word  
2007 - 2010**

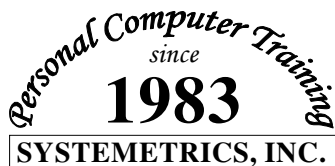
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Introduction to Microsoft Word 2007 - 2010* or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** Word 2007 or 2010. *Not applicable to earlier versions of Word.*

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Word.



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**Who Should Take This Seminar:** *Intermediate Microsoft Word 2007 - 2010* is designed to enhance the students' knowledge of Microsoft's popular word processing software. *Students using an earlier version of Microsoft Word should **not** enroll in this seminar.* Among the topics to be covered are document templates, mail merge, document formatting, tables, desktop publishing, and macros. This seminar should not be taken by students using versions of Word prior to 2007. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

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**Seminar Outline**

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**I. Enhancing and Managing Documents**

- A. Using templates and wizards
- B. Indenting
- C. Using AutoText and AutoCorrect
- D. Keeping a paragraph on the same page
- E. Keeping several paragraphs on the same page
- F. Changing document default settings
- G. Using and modifying automatic numbered lists
- H. Creating and using styles
- I. Marking and tracking revisions
- J. Using captions and bookmarks
- K. Using cross-references
- L. Using sections to manage page numbering

**II. Desktop Publishing Features**

- A. Creating and editing headers and footers
- B. Using columns
- C. Inserting a picture
- D. Editing pictures

**III. Creating And Editing Tables**

**IV. Using Mail Merge**

- A. Merging to form letters
- B. Merging to mailing labels
- C. Merging to envelopes

**V. Working With Macros**

- A. Recording new macros
- B. Running (executing) macros
- C. Editing macros