



Innovative Management & Professional Training

Training Venue: Unit 201, Alissta Towers

Telephone: 345-943-4678

INTERMEDIATE WORD 2007

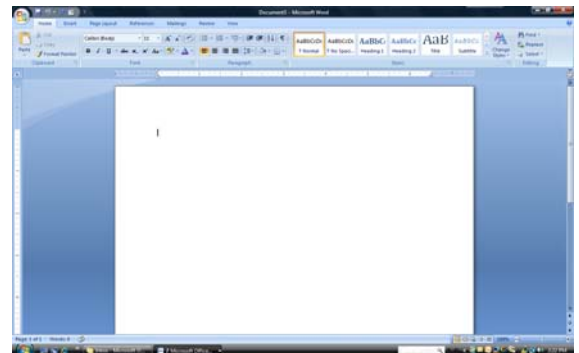
(A 6-hour Program)

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