DESCRIPTION
In this class students will learn more about enhancing their business documents. They will learn how to manage lists, customize tables and charts, customize styles, modify pictures, create graphic elements, use quick parts, control text flow, automate tasks using macros, create templates, and perform mail merges.

PREREQUISITES
Word 2007 Introduction or equivalent knowledge.

OBJECTIVES
- Manage Lists
- Customize Tables & Charts
- Customize Paragraph & Character Formats
- Customize Styles
- Modify Pictures
- Create Custom Graphic Elements
- Use Quick Parts
- Control Text Flow
- Working With Macros
- Automate Document Creation
- Automate Using Mail Merge

OUTLINE
Manage Lists
- Sort Lists
- Renumber Lists
- Structure Lists With Multiple Levels
- Customize List Appearance

Use Quick Parts
- Create Building Blocks
- Insert Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Customize Tables & Charts
- Modify Cell Structure
- Position Text In Cells
- Apply Borders & Shading
- Sort Table Data
- Add Calculations To Tables

Control Text Flow
- Insert Section Breaks
- Add Section Headers/Footers
- Create Newsletter Layouts
- Create Pull Quotes
- Control Text Flow Between Text Boxes

Customize Paragraph & Character Formats
- Control Character Appearance
- Control Paragraph Flow

Working With Macros
- Create Macros
- Modify Macros

Customize Styles
- Create Text Styles
- Modify Styles
- Create List Styles
- Create Table Styles

Automate Document Creation
- Use The Template Wizard
- Create A Template
- Change Template Location
- Add Text Replacement In A Template
- Apply/Modify Document Themes
- Create Custom Themes

Automate Using Mail Merge
- Create A Mail Merge
- Mail Merge Envelopes & Labels
- Create A Data Source Using Word

Modify Pictures
- Resize Pictures
- Set Picture Prominence
- Wrap Text Around Pictures

Create Graphic Elements
- Draw Shapes
- Add Text To Shapes
- Add Special Effects
- Create Complex Illustrations