

Working with Tables, WordArt, Custom Styles and More with Word 2007



Drawing and Working with Graphics

- Drawing on Your Documents
- Adding, Arranging, and Formatting Text Boxes
- Selecting, Resizing, Moving and Deleting Objects
- Formatting Objects
- Inserting Clipart and Pictures
- Positioning, Aligning and Grouping Objects
- Drawing AutoShapes
- Flipping, Rotating and Layering Objects
- Applying Shadows and 3-D Effects

Working with WordArt and Charts

- Inserting a WordArt Object
- Formatting a WordArt Object
- Creating a Chart
- Modifying a Chart
- Selecting a Chart Type

Working with Tables

- Introduction to Tables
- Creating and Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Adding Borders, Shading and Patterns to a Table
- Totaling Numbers in a Table
- Sorting Information in a Table
- Using the Draw Table and Eraser Buttons
- Creating Table Formulas
- Merging and Splitting Cells
- Orienting, Aligning, and Spacing Cell Contents
- Working with Tables that Span Multiple Pages
- Resizing, Moving, and Positioning a Table

Working with Styles

- Creating and Applying Paragraph & Character Styles
- Modifying, Displaying and Copying Styles