Giving format to your document

Once you finish typing, learn how to decorate your document and to add headers and footers. How to create a Table of Contents. Watermarks and themes can make the difference. Intro to Building Blocks.

Tutorials	Description	Level
Making documents look great	Emphasize text, make lists, and use style, a tool that helps you format a document	Beginner
Header and footer basics	How to work easily with the header and footer feature — how to add page numbers or other headers and footers that Word has designed for you; add your own text; the date and time; and the document name and file location	Beginner
Headers and footers for document sections	How to tailor your headers and footers to fit the various sections of your document, such as a cover page, front matter, and chapter pages	Beginner
Table of Contents I: Create an automatic TOC	How to quickly build a table of contents for your document and then keep it up-to-date	Beginner
Table of Contents II: Customize your TOC	How to change the appearance of your TOC and include the document's custom styled titles and headings in the TOC. Also, how to use the outlining capability of Word to set up your TOC	Beginner
Decorating documents with backgrounds, borders, and text effects	How to apply borders, backgrounds, shading, watermarks, table and shape styles, text enhancements, and WordArt	Intermediate
Reusing text and other documents parts: Introducing building blocks	How to use building blocks galleries to add the final touches to create a professional-looking document	Intermediate
Table of Contents III: Use fields to create a TOC and create multiple TOC's	Learn about the fields that are behind the scenes in an automatic TOC and learn how to create more than one TOC in a document	Advanced

Videos	Description	Level
Making documents look great in Word 2007	How to apply a style and change its formatting. How to convert text to a table or vice versa. How to create a SmartArt graphic. And, how to insert headers and footers	Beginner

[Choosing a Theme](#)	How to personalize your documents in Office 2007: Intro to Themes. (Brainstorm Inc)	Beginner
[Letting Word managing your Table of Content](#)	Learn how Word can create a Table of Contents automatically	Beginner
[Placing watermarks where you want them](#)	How to brand a document with a watermark or background	Intermediate
[Building a document with Building Blocks](#)	How to create and use document building blocks in Word 2007. How to create and use content Building Blocks in Word 2007 documents. How to reuse and distribute parts of a document	Intermediate
[Using AutoText to insert automatically generated texy into your documents](#)	AutoText in Word 2007 does not work like it did in previous versions. Learn those differences	Intermediate
[Headers and footers made simple](#)	How to insert headers and footers; and how to Insert or remove page numbers	Intermediate
[Creating a form for users to fill out and prepare it for distribution](#)	How to create forms that users can complete in Word	Intermediate