
Word 2007 Level 2

Objectives

You will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007.

Audience

This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics.

Length

1-day class 9:00am-4:30pm (6 hours of instruction)

Format

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Content

Lesson 1: Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

Lesson 2: Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Lesson 3: Customizing Formatting with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture

Lesson 5: Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

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

Lesson 7: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Lesson 9: Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

Lesson 10: Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro