



# Microsoft® Office **Word 2007**

Courseware #: 3130

Exam 77-601

## Course Description

*Microsoft® Office Word 2007* teaches the new information worker how to work with different types of documents using a variety of features to create, modify and format common business reports such as letters, reports, forms, and newsletters. This course is designed for those people who require the skills necessary to use a word processing program on a daily basis in a business environment.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Exam #77-601.

## Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

## Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Word 2007* will benefit from taking this course.

# Microsoft® Office Word 2007

## Course Objectives

After completing this course, you will be able to:

- ↻ recognize and identify how Word handles simple and intermediate word processing features
- ↻ create, edit, save, open, and close documents
- ↻ select text for further action such as formatting, deleting, copying, pasting, etc.
- ↻ change the view mode for specific types of editing tasks
- ↻ apply character and paragraph formatting options
- ↻ set tabs and indents for columnar types of information such as financial reports
- ↻ change the margins, paper size or orientation for a document
- ↻ control the text flow using appropriate page breaks
- ↻ use headers and footers in a document
- ↻ find and replace information in a document
- ↻ preview and print documents
- ↻ create, edit, and print envelopes or labels
- ↻ use styles to consistently format text in documents
- ↻ use the Format Painter
- ↻ add and modify columns of text in a document
- ↻ apply different types of backgrounds to a document
- ↻ insert, modify and format clip art images, pictures, and shapes
- ↻ insert, modify and format SmartArt diagrams and text boxes
- ↻ create, edit, and format tables
- ↻ customize options in Word
- ↻ work with templates
- ↻ build content for use in other documents
- ↻ understand what mail merge means
- ↻ merge documents using new or existing main documents and data sources
- ↻ sort lists or table contents
- ↻ create outlines and work with multi-level lists
- ↻ compare or combine documents
- ↻ insert, modify, or delete comments
- ↻ track revisions in a document made by one or more people
- ↻ accept or reject changes made in a document
- ↻ manage passwords or restrict types of access on a document
- ↻ reference research sources in a document
- ↻ insert, modify, or delete footnotes and endnotes
- ↻ generate a table of contents or index in a document

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## Course Outline

<p><b>About This Courseware</b>  Courseware Description  Course Design  Course Objectives  Conventions and Graphics</p> <p><b>Lesson 1: Introducing Word</b>  Lesson Objectives  An Overview  Looking at the Screen  Working with Text  Working with Documents  Lesson Summary  Review Questions</p> <p><b>Lesson 2: Manipulating Text</b>  Lesson Objectives  Changing the View  Adjusting the Zoom  Splitting Windows  Selecting Text  Editing Text  Lesson Summary  Review Questions</p> <p><b>Lesson 3: Formatting Content</b>  Lesson Objectives  Formatting Characters  Formatting Paragraphs  Organizing List Information  Using Spacing  Lesson Summary  Review Questions</p> <p><b>Lesson 4: Working with Tabs</b>  Lesson Objectives  Setting Tab Stops  Lesson Summary  Review Questions</p> <p><b>Lesson 5: Formatting Documents</b>  Lesson Objectives  Setting Up the Document  Controlling Text Flow  Working with Section Breaks  Using Headers and Footers  Lesson Summary  Review Questions</p> <p><b>Lesson 6: Getting Ready to Print</b>  Lesson Objectives  Proofing Your Document  Searching for Information  Preparing to Print  Lesson Summary  Review Questions</p> <p><b>Lesson 7: Using Publishing Tools</b>  Lesson Objectives  What are Publishing Format Tools?  Formatting with Styles  Using the Format Painter  Working with Columns  Working with Document Backgrounds  Lesson Summary  Review Questions</p>	<p><b>Lesson 8: Working with Illustrations</b>  Lesson Objectives  What are Illustrations?  Working with Shape Objects  Lesson Summary  Review Questions</p> <p><b>Lesson 9: Working with Text and SmartArt</b>  Lesson Objectives  Using Other Types of Text  Using SmartArt  Lesson Summary  Review Questions</p> <p><b>Lesson 10: Using Tables</b>  Lesson Objectives  Working with Tables  Inserting a Table  Manipulating Items  Formatting the Table  Working with Formulas  Lesson Summary  Review Questions</p> <p><b>Lesson 11: Customizing Word Items</b>  Lesson Objectives  Changing Word Options  Working with Templates  Using Themes  Lesson Summary  Review Questions</p> <p><b>Lesson 12: Building Content</b>  Lesson Objectives  Understanding Building Blocks  Using the Building Blocks Organizer  Lesson Summary  Review Questions</p> <p><b>Lesson 13: Merging Documents</b>  Lesson Objectives  Merging and Mailings  Merging to Envelopes or Labels  Lesson Summary  Review Questions</p> <p><b>Lesson 14: Organizing Information</b>  Lesson Objectives  Sorting Lists  Creating Outlines  Lesson Summary  Review Questions</p> <p><b>Lesson 15: Sharing Documents</b>  Lesson Objectives  Reviewing Documents  Protecting Documents  Using Digital Signatures  Lesson Summary  Review Questions</p>	<p><b>Lesson 16: Working with References</b>  Lesson Objectives  Referencing Information Sources  Navigating with References  Creating an Index  Creating a Table of Contents  Lesson Summary  Review Questions</p> <p><b>Appendices</b>  Appendix A: A Quick Review of the Basics  Appendix B: Apply Your Skills Exercises  Appendix C: Answers to Review Questions  Appendix D: Microsoft Office Word 2007 Exam Objectives  Appendix E: Glossary of Terms  Appendix F: Index</p>
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