

Microsoft Office Word 2007 - Level 1

Days of Training: 1

Overview

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. (Second Edition)

Prerequisites

Windows XP (New Version) - Level 1

Next Steps

Word 2007 - Level 2

Lesson 1: Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Lesson 2: Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

Lesson 3: Formatting Text

- Change Font Appearance
- Highlight Text

Lesson 4: Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

Lesson 5: Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Lesson 7: Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Lesson 8: Proofing a Document

- Check Spelling, Grammar and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options

3172LGEE-ILT

Microsoft Office Word 2007 - Level 2

Days of Training: 1

Overview

In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. (Second Edition)

Prerequisites

Word 2007 - Level 1

Next Steps

Word 2007 - Level 3

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 (Optional)

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 (Optional)

- 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 (Optional)

Lesson 7: Controlling Text Flow

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

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 (Optional)

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

3173LGEE-ILT

Microsoft Office Word 2007 - Level 3

Days of Training: 1

Overview

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms. (Second Edition)

Prerequisites

Word 2007 - Level 2
Word 2007 - Level 1

Lesson 1: Using Microsoft Office Word 2007 with Other Programs (Optional)

- Link to a Microsoft® Office Excel® 2007 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to Microsoft® Office PowerPoint®
- Extract Text from a Fax
- Send a Document as an Email Message

Lesson 2: Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

Lesson 3: Managing Document Versions (Optional)

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography (Optional)

Lesson 5: Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities (Optional)
- Insert Table of Contents
- Create a Master Document (Optional)
- Automatically Summarize a Document (Optional)

Lesson 6: Securing a Document

- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document (Optional)
- Set a Password for a Document
- Restrict Document Access (Optional)

3174LGEE-ILT