

# Microsoft® Office Word 2007: Level 2

Course length: 1.0 day

## Course Description

In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.

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

**Target Student:** 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. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.

**Prerequisites:** 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. Students can obtain this level of skill by taking the following course:

- Microsoft® Office Word 2007: Level 1

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

## Objectives

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- customize formatting with styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- perform mail merges.
- use macros to automate common tasks.

# Course Content

## **Lesson 1: Managing Lists**

- Topic 1A: Sort a List
- Topic 1B: Renumber a List
- Topic 1C: Customize Lists

## **Lesson 2: Customizing Tables and Charts**

- Topic 2A: Sort Table Data
- Topic 2B: Control Cell Layout
- Topic 2C: Perform Calculations in a Table
- Topic 2D: Create Charts

## **Lesson 3: Customizing Formatting with Styles and Themes**

- Topic 3A: Create or Modify a Text Style
- Topic 3B: Create a Custom List or Table Style
- Topic 3C: Apply Default and Customized Document Themes

## **Lesson 4: Modifying Pictures**

- Topic 4A: Resize a Picture
- Topic 4B: Adjust Picture Appearance Settings
- Topic 4C: Wrap Text Around a Picture

## **Lesson 5: Creating Customized Graphic Elements**

- Topic 5A: Create Text Boxes and Pull Quotes
- Topic 5B: Draw Shapes
- Topic 5C: Add WordArt and Other Special Effects to Text
- Topic 5D: Create Complex Illustrations with SmartArt

## **Lesson 6: Inserting Content Using Quick Parts**

- Topic 6A: Insert Building Blocks
- Topic 6B: Create Building Blocks
- Topic 6C: Modify Building Blocks
- Topic 6D: Insert Fields Using Quick Parts

## **Lesson 7: Controlling Text Flow**

- Topic 7A: Control Paragraph Flow
- Topic 7B: Insert Section Breaks
- Topic 7C: Insert Columns
- Topic 7D: Link Text Boxes to Control Text Flow

## **Lesson 8: Using Templates to Automate Document Creation**

- Topic 8A: Create a Document Based on a Template
- Topic 8B: Create a Template

## **Lesson 9: Automating Mail Merges**

- Topic 9A: Perform a Mail Merge
- Topic 9B: Mail Merge Envelopes and Labels
- Topic 9C: Use Word to Create a Data Source

## **Lesson 10: Using Macros to Automate Tasks**

- Topic 10A: Perform a Task Automatically Using a Macro
- Topic 10B: Create a Macro