

ExecuTrain Course Outline

Microsoft® Office Word 2007: Level 2

ET84382

2 days

Description:

If you use 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.

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

Objective:

You will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. 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. Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- present a professional appearance to your documents by customizing formatting.
- customize styles for document elements.
- modify pictures in a document.
- create customized graphic elements.
- structure content using Quick Parts.
- control text flow.
- automate common tasks.
- automate document creation.
- perform mail merges.

Outline:

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Structure a List on Multiple Levels

Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables and Charts

Topic 2A: Modify Cell Structure

Topic 2B: Position Text in a Cell

Topic 2C: Apply Borders and Shading

Topic 2D: Sort Table Data

Topic 2E: Add Equations

Topic 2F: Perform Calculations in a Table

Topic 2G: Visually Represent Numerical Data

Lesson 3: Customizing Character and Paragraph Formats

Topic 3A: Control Character Appearance

Topic 3B: Control Paragraph Flow

Lesson 4: Customizing Styles for Document Elements

Topic 4A: Create a Text Style

Topic 4B: Modify an Existing Style

Topic 4C: Create a Custom List Style

Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Resize a Picture

Topic 5B: Set Picture Prominence

Topic 5C: Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes

Topic 6B: Add Special Effects to Text

Topic 6C: Display Text as Graphic Using Text Boxes

Topic 6D: Create Complex Illustrations

Lesson 7: Structuring Content Using Quick Parts

Topic 7A: Create Building Blocks

Topic 7B: Insert Building Blocks

Topic 7C: Modify Building Blocks

Topic 7D: Insert Fields Using Quick Parts

Lesson 8: Controlling Text Flow

Topic 8A: Insert Section Breaks

Topic 8B: Add a Header and Footer for a Document Section

Topic 8C: Create a Newsletter Style Layout

Topic 8D: Create Pull Quotes

Topic 8E: Control Text Flow Between Text Boxes

Lesson 9: Automating Tasks

Topic 9A: Perform a Task Automatically Using a Macro

Topic 9B: Create a Macro

Topic 9C: Modify a Macro

Lesson 10: Automating Document Creation

Topic 10A: Create a Document Using a Template Wizard

Topic 10B: Create a Document Based on a Template

Topic 10C: Create a Template

Topic 10D: Change the Default Template Location

Topic 10E: Automate Standard Text Replacement in a Template

Topic 10F: Apply And Customize Document Themes

Topic 10G: Create Custom Themes

Lesson 11: Automating Mail Merges

Topic 11A: Perform a Mail Merge

Topic 11B: Mail Merge Envelopes and Labels

Topic 11C: Use Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program