



Microsoft® Office Word 2007: Level 1

1 day – Instructor led

Certification: Microsoft Office Specialist: Microsoft® Word® 2007

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target Student: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows XP Professional Levels 1 and 2, Windows XP and Windows 2000 Introduction.

Performance-Based Objectives

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

- Create a basic document by using Microsoft Word.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.
- Proof documents to make them more accurate.



Course Content

Lesson 1: Creating a Basic Document

- Topic 1A: Explore the User Interface
- Topic 1B: Open and View a Document
- Topic 1C: Customize the Word Environment
- Topic 1D: Obtain Help
- Topic 1E: Enter Text
- Topic 1F: Save a Document
- Topic 1G: Preview and Print a Document

Lesson 2: Editing a Document

- Topic 2A: Navigate and Select Text in a Document
- Topic 2B: Insert, Delete, or Rearrange Text
- Topic 2C: Undo Changes
- Topic 2D: Search and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font Appearance
- Topic 3B: Highlight Text

Lesson 4: Formatting Paragraphs

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

Lesson 5: Adding Tables

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

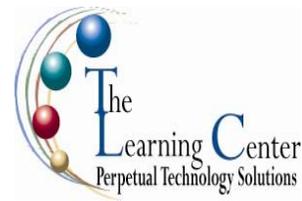
- Topic 6A: Add Visual Effects Using Symbols and Special Characters
- Topic 6B: Insert Illustrations

Lesson 7: Controlling Page Appearance

- Topic 7A: Control Page Layout
- Topic 7B: Apply a Page Border and Color
- Topic 7C: Add Watermarks
- Topic 7D: Add Headers and Footers

Lesson 8: Proofing a Document

- Topic 8A: Check Spelling, Grammar and Word Count
- Topic 8B: Enhance Textual Meaning Using the Thesaurus
- Topic 8C: Customize AutoCorrect Options



Microsoft® Office Word 2007: Level 2

1 day – Instructor led

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Word 2007

Course Description

In the first course in this series, Microsoft® 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.

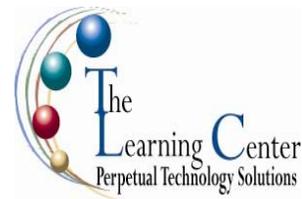
Target Student: This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons 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 Word 2007 Level 1 Course.

Performance-Based 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.



Microsoft® Office Word 2007: Level 2 continued

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

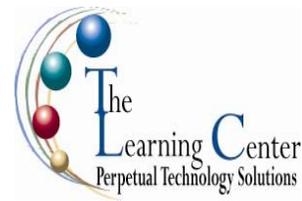
- Topic 8A: Create a Document Based on a Template
- Topic 8B: Create a Template

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



Microsoft® Office Word 2007: Level 3

1 day – Instructor led

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Word 2007

Course Description

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Course Objective: You will create, manage, revise, and distribute long documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, 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® Office Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, you need to first take the following courses or have equivalent knowledge: Word 2007 Levels 1 and 2.

Performance-Based Objectives

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

- Use Microsoft Office Word 2007 with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure a document.



Course Content

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

- Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1D: Extract Text from a Fax
- Topic 1E: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Send a Document for Review
- Topic 2C: Review a Document
- Topic 2D: Compare Document Changes
- Topic 2E: Merge Document Changes
- Topic 2F: Review Track Changes and Comments

Lesson 3: Managing Document Versions

- Topic 3A: Create a New Version of a Document
- Topic 3B: Compare Document Versions
- Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

- Topic 4A: Insert Bookmarks
- Topic 4B: Insert Footnotes and Endnotes
- Topic 4C: Add Captions
- Topic 4D: Add Hyperlinks
- Topic 4E: Add Cross-References
- Topic 4F: Add Citations and a Bibliography

Lesson 5: Making Long Documents Easier to Use

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index
- Topic 5C: Insert Table of Figures
- Topic 5D: Insert Table of Authorities
- Topic 5E: Insert Table of Contents
- Topic 5F: Create a Master Document
- Topic 5G: Automatically Summarize a Document

Lesson 6: Securing a Document

- Topic 6A: Update a Document's Properties
- Topic 6B: Hide Text
- Topic 6C: Remove Personal Information from a Document
- Topic 6D: Set Formatting and Editing Restrictions
- Topic 6E: Add a Digital Signature to a Document
- Topic 6F: Set a Password for a Document
- Topic 6G: Restrict Document Access

Appendix A: Creating Forms

Supplemental Lesson Creating Forms

- Topic 1A: Add Form Fields to a Document
- Topic 1B: Protect a Form
- Topic 1C: Save a Form Data as Plain Text
- Topic 1D: Automate a Form

Appendix B: Using XML in Word

Supplemental Lesson Using XML in Word

- Topic 1A: Tag an Existing Document
- Topic 1B: Transform an XML Document