



Microsoft® Office Word 2007: Level 1 (Second Edition)

Course Specifications

Class Cost: 275.00
Training Manual: 35.00
Course number: 084893
Software: Microsoft® Office Word 2007
Course length: 1.0 day(s)
Certification: Microsoft Certified Application 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.

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

Level One

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 (Second Edition)

Course Specifications

Class Cost: 275.00

Training Manual: 35.00

Course number: 084894

Software: Microsoft® Office Word 2007

Course length: 1.0 day(s)

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.

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.

Course Content

Level Two

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 (Second Edition)

Course Specifications

Class Cost: 325.00
Training Manual: 35.00
Course number: 084895
Software: Microsoft® Office Word 2007
Course length: 1.0 day(s)
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.

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

Level Three

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

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

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