

# **Microsoft Word 2007: Level II**

## **Course Description:**

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

## **Who Should Attend:**

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 Office Specialist exams for Microsoft® Word 2007.

## **Prerequisites:**

Word 2007 - Level 1

## **Course 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 Modules:**

### **Managing Lists**

Sort a List  
Renummer a List  
Customize Lists

### **Customizing Tables and Charts**

Sort Table Data  
Control Cell Layout  
Perform Calculations in a Table  
Create Charts

### **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

### **Modifying Pictures**

Resize a Picture  
Adjust Picture Appearance Settings  
Wrap Text Around a Picture

### **Creating Customized Graphic Elements**

Create Text Boxes and Pull Quotes  
Draw Shapes  
Add WordArt and Other Special Effects to Text  
Create Complex Illustrations with SmartArt

### **Inserting Content Using Quick Parts**

Insert Building Blocks  
Create Building Blocks  
Modify Building Blocks  
Insert Fields Using Quick Parts

**Controlling Text Flow**

Control Paragraph Flow

Insert Section Breaks

Insert Columns

Link Text Boxes to Control Text Flow

**Using Templates to Automate Document Creation**

Create a Document Based on a Template

Create a Template

**Automating Mail Merges**

Perform a Mail Merge

Mail Merge Envelopes and Labels

Use Word to Create a Data Source

**Using Macros to Automate Tasks**

Perform a Task Automatically Using a Macro

Create a Macro