

Microsoft® Office Word 2007: Level 2

Course Specifications

Course length: 1 day

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.

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 Element K course: Microsoft® Office Word 2007: Level 1

Course Content

Lesson 1: Managing Lists	Topic 6D: Create Complex Illustrations
Topic 1A: Sort a List	Lesson 7: Structuring Content Using Quick Parts
Topic 1B: Renumber a List	Topic 7A: Create Building Blocks
Topic 1C: Structure a List on Multiple Levels	Topic 7B: Insert Building Blocks
Topic 1D: Customize List Appearance	Topic 7C: Modify Building Blocks
Lesson 2: Customizing Tables and Charts	Topic 7D: Insert Fields Using Quick Parts
Topic 2A: Modify Cell Structure	Lesson 8: Controlling Text Flow
Topic 2B: Position Text in a Cell	Topic 8A: Insert Section Breaks
Topic 2C: Apply Borders and Shading	Topic 8B: Add a Header and Footer for a Document Section
Topic 2D: Sort Table Data	Topic 8C: Create a Newsletter Style Layout
Topic 2E: Add Equations	Topic 8D: Create Pull Quotes
Topic 2F: Perform Calculations in a Table	Topic 8E: Control Text Flow Between Text Boxes
Topic 2G: Visually Represent Numerical Data	Lesson 9: Automating Tasks
Lesson 3: Customizing Character and Paragraph Formats	Topic 9A: Perform a Task Automatically Using a Macro
Topic 3A: Control Character Appearance	Topic 9B: Create a Macro
Topic 3B: Control Paragraph Flow	Topic 9C: Modify a Macro
Lesson 4: Customizing Styles for Document Elements	Lesson 10: Automating Document Creation
Topic 4A: Create a Text Style	Topic 10A: Create a Document Using a Template Wizard
Topic 4B: Modify an Existing Style	Topic 10B: Create a Document Based on a Template
Topic 4C: Create a Custom List Style	Topic 10C: Create a Template
Topic 4D: Create a Table Style	Topic 10D: Change the Default Template Location
Lesson 5: Modifying Pictures	Topic 10E: Automate Standard Text Replacement in a Template
Topic 5A: Resize a Picture	Topic 10F: Apply And Customize Document Themes
Topic 5B: Set Picture Prominence	Topic 10G: Create Custom Themes
Topic 5C: Wrap Text Around a Picture	Lesson 11: Automating Mail Merges
Lesson 6: Creating Customized Graphic Elements	Topic 11A: Perform a Mail Merge
Topic 6A: Draw Shapes	Topic 11B: Mail Merge Envelopes and Labels
Topic 6B: Add Special Effects to Text	Topic 11C: Use Word to Create a Data Source
Topic 6C: Display Text as Graphic Using Text Boxes	

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