Microsoft® Office Word 2007: Level 1

Training Course Content

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

Prerequisites: Students should be familiar with the concept of Word and Microsoft Office.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

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

Training Course Content

Course Objective: Students 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 business documents that contain text, tables, and simple graphics. Students can obtain this level of skill by taking the Word 2007 Level 1.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

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: 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 9: 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

Training Course Content

Course Objectives: Students will create, manage, revise, and distribute long documents.

Prerequisites: Students should be able to use Microsoft® Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students can obtain this level of skill by taking the Word 2007 Level 1 and 2.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

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