

Microsoft Word 2007 - Level 2 Training

- **Course Number:** Word2k72
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course currently.

Course Overview

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. This course will show students how, with a host of new tools, they can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. This course follows up from the “Microsoft Word 2007 - Level 1 Training” course.

Prerequisites

Basic computer proficiency and a familiarity with topics covered in the “Microsoft Word 2007 - Level 1 Training” course is required

Audience

This course is for anyone who wishes to learn Microsoft Word 2007.

Course Outline

- Lesson 1 - Managing Lists
- Managing Lists
- Sort Field
- Demo - Sorting a List
- Lab - Sorting a List
- Renumbering Options
- Demo - Renumbering Lists
- Lab - Renumbering Lists
- Multilevel Lists
- Multilevel List Gallery
- Demo - Multilevel Lists
- Lab - Structuring a List on Multiple Levels
- Lab - Customizing a List
- Lesson 1 Review
- Lesson 2 - Customizing Tables and Charts
- Customizing Tables and Charts
- Cell Merge
- Cell Split
- Text Positioning Options
- Cell Alignment
- Text Orientation
- Demo - Formatting a Table and Cell Alignment
- Lab - Modifying Cell Structure
- Lab - Positioning Text in a Cell

- Demo - Borders and Shading
- Lab - Applying Borders and Shading
- Lab - Sorting Data in a Table
- Equations
- Equation Tool
- Function
- Lab - Building an Equation
- Formulas in Word Table
- Demo - Typing Formulas
- Demo - Creating Formulas
- Lab - Performing Calculations in a Table
- Charts
- Chart In Microsoft Office Word Window
- Demo - Creating Charts
- Lab - Creating a Chart
- Lesson 2 Review
- Lesson 3 - Customizing Character and Paragraph Formats
- Customizing Character and Paragraph Formats
- Character Spacing
- Character Spacing Options
- Demo - Character Spacing
- Lab - Controlling Character Appearance
- Formatting Paragraphs
- Demo - Paragraph Spacing
- Lab - Controlling Paragraph Flow
- Lesson 3 Review
- Lesson 4 - Customizing Styles for Document Elements
- Customizing Styles for Document Elements
- Paragraph Styles
- Character Styles
- Custom Styles
- Lab - Creating a Custom Style
- Templates in Word
- Style Modification Options
- Lab - Modifying a Style
- List Style
- The Define New List Style Dialog Box
- Lab - Creating a List Style
- Table Style
- Lab - Creating a Table Style
- Demo - Styles
- Demo - Modifying Styles
- Lesson 4 Review
- Lesson 5 - Modifying Pictures
- Modifying Pictures
- Cropping
- Demo - Picture Cropping
- Lab - Resizing a Picture
- Picture Contrast
- Picture Brightness
- The Recolor Gallery
- Demo - Picture Properties

- Lab - Setting Picture Prominence
- Text Wrapping Style
- Lab - Setting the Text Wrapping Style for a Picture
- Lesson 5 Review
- Lesson 6 - Creating Customized Graphic Elements
- Creating Customized Graphic Elements
- Shapes in Word
- Drawing Canvas
- Demo - Adding Shapes
- Lab - Drawing a Shape
- WordArt
- WordArt Tools Format Contextual Tab
- Demo - WordArt
- Drop Caps
- Lab - Adding Special Effects to Text
- Text Box
- Text Box Tools Format Contextual Tab
- Lab - Displaying Text as Graphic Using Text Boxes
- SmartArt Graphics
- Demo - SmartArt
- Lab - Creating a Complex Illustration
- Lesson 6 Review
- Lesson 7 - Structuring Content Using Quick Parts
- Structuring Content Using Quick Parts
- Building Blocks
- Sidebars
- The Modify Building Block Dialog Box
- Demo - Viewing Building Blocks
- Demo - Create Quick Parts
- Lab - Creating a Quick Part
- Lab - Inserting a Building Block
- Lab - Modifying a Building Block
- Demo - Insert Field
- Lesson 7 Review
- Lesson 8 - Controlling Text Flow
- Controlling Text Flow
- Section Breaks
- Types of Section Breaks
- Demo - Section Breaks
- Lab - Inserting Section Breaks
- Demo - Headers and Footers
- Lab - Adding a Header and Footer for a Document Section
- Text Columns
- Text Columns Options
- Demo - Columns
- Lab - Inserting Columns
- Pull Quotes
- Demo - Pull Quotes
- Lab - Creating Pull Quotes
- Demo - Text Flow
- Lab - Linking Text Boxes
- Lesson 8 Review

- Lesson 9 - Automating Tasks
- Automating Tasks
- Macros
- Demo - Macros
- Lab - Performing a Task Automatically Using a Macro
- Lab - Recording a Macro
- Lab - Modifying a Macro
- Demo - Create Macros
- Visual Basic for Applications (VBA)
- Lesson 9 Review
- Lesson 10 - Automating Document Creation
- Automating Document Creation
- Template Categories
- Template Wizards
- Demo - Using Templates
- Demo - Creating Templates
- Lab - Creating a Document Using a Wizard
- Lab - Changing the Default Font of a Template
- Lab - Changing the Default Template Location
- Field Codes
- Document Themes
- Demo - Themes
- Lab - Applying a Customizing Document Themes
- Lab - Create a Custom Theme Lesson 10 Review
- Lesson 11 - Automating Mail Merges
- Automating Mail Merges
- Mail Merge
- Merge Fields
- Data Source
- The Mail Merge Process
- Demo - Mail Merge
- Demo - Mail Merge Labels
- Lab - Performing a Mail Merge
- Lab - Merging Labels
- Lab - Testing the Data Source
- Lesson 11 Review
- Course Closure