



## Microsoft Office Word 2007: Level 2 (Second Edition)

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### Course Description

In the first course in this series, Microsoft® Office 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.

**Target Student:** 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 Certified Application Specialist exams for 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

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

### 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**

### **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