
Word 2007 Roadmap

Which Class is Right for You?



- ❖ Can you move and copy text in a document?
- ❖ Do you apply different text formatting options?
- ❖ Are you able to automatically page number your documents?
- ❖ Can you tell what your tab stops are by viewing the ruler?
- ❖ Can you apply a Style to text?
- ❖ Do you know how to change the Quick Style set?
- ❖ Can you create a basic table?
- ❖ Are you able to add Watermarks?
- ❖ Do you know how to include headers and footers in your document?

NO →

Take
Word 2007 – Introduction

↓ **YES**

- ❖ Are you able to renumber a list?
- ❖ Do you understand how to use section breaks?
- ❖ Do you know how to insert Building Blocks?
- ❖ Can you draw objects in your document or use WordArt?
- ❖ Can you wrap text around a picture?
- ❖ Do you know how to create and format tables?
- ❖ Are you able to format newspaper columns in a document?
- ❖ Are you able to create envelopes and labels?
- ❖ Can you create a merge document for a mass mailing?

NO →

Take
Word 2007 – Intermediate

↓ **YES**

- ❖ Do you know how to link information in Word to other applications like Excel and PowerPoint?
- ❖ Can you generate a Table of Contents or an Index?
- ❖ Do you know how to insert a Table of Authorities?
- ❖ Are you able to maneuver around a Master Document?
- ❖ Can you create footnotes, endnotes and bookmarks?
- ❖ Can you generate a form?
- ❖ Do you know how to track changes?

NO →

Take
Word 2007 – Advanced

