

Word® 2007: Intermediate

Course length: 1 day

Course Description: 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: Word 2007 - Introduction

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

Sort a List
Renummer a List
Customize Lists

Lesson 2: Customizing Tables and Charts

Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create Charts

Lesson 3: Customizing Formatting with Styles and Themes

Create or Modify a Text Style
Create a Custom List or Table Style
Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Resize a Picture
Adjust Picture Appearance Settings
Wrap Text Around a Picture

Lesson 5: Creating Customized Graphic Elements

Create Text Boxes and Pull Quotes
Draw Shapes
Add WordArt and Other Special Effects to Text
Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

Insert Building Blocks
Create Building Blocks
Modify Building Blocks
Insert Fields Using Quick Parts

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Lesson 7: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Lesson 9: Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

Lesson 10: Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro