



Microsoft® Office Word 2007: Level 2

Course Objective: You will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft Word 2007.

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