New Horizons® Learning Centres

Word 2007 - Level 2

Duration: **1 day**

Overview:

In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007.

Target Audience:

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 Office Specialist exams for Microsoft® Word 2007.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Manage lists
- Customize tables and chart
- 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

Module 1: Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

Module 2: Customizing Tables and Charts

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

Module 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

Module 4: Modifying Pictures

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

Module 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

Module 6: Inserting Content Using Quick Parts

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

Module 7: Controlling Text Flow

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

Module 8: Using Templates to Automate Document Creation

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

Module 9: Automating Mail Merges

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

Module 10: Using Macros to Automate Tasks

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