

Microsoft Office Word 2007

COURSE CODE: MSWOR07

Course Description

Microsoft® Office Word 2007 teaches the new information worker how to work with different types of documents using a variety of features to create, modify and format common business reports such as letters, reports, forms, and newsletters. This course is designed for those people who require the skills necessary to use a word processing program on a daily basis in a business environment.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Certified Application Specialist Exam #77-601.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises. For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Word 2007* will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- recognize and identify how Word handles simple and intermediate word processing features
- create, edit, save, open, and close documents
- select text for further action such as formatting, deleting, copying, pasting, etc.
- change the view mode for specific types of editing tasks
- apply character and paragraph formatting options
- set tabs and indents for columnar types of information such as financial reports
- change the margins, paper size or orientation for a document
- control the text flow using appropriate page breaks
- use headers and footers in a document
- find and replace information in a document
- preview and print documents
- create, edit, and print envelopes or labels
- use styles to consistently format text in documents
- use the Format Painter
- add and modify columns of text in a document
- apply different types of backgrounds to a document
- insert, modify and format clip art images, pictures, and shapes
- insert, modify and format SmartArt diagrams and text boxes
- create, edit, and format tables
- customize options in Word
- work with templates
- build content for use in other documents
- understand what mail merge means
- merge documents using new or existing main documents and data sources
- sort lists or table contents
- create outlines and work with multi-level lists
- compare or combine documents
- insert, modify, or delete comments
- track revisions in a document made by one or more people
- accept or reject changes made in a document
- manage passwords or restrict types of access on a document
- reference research sources in a document
- insert, modify, or delete footnotes and endnotes
- generate a table of contents or index in a document

AVANTUS TRAINING PTE LTD

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Course Outline

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

Lesson 1: Introducing Word

Lesson Objectives

An Overview

Looking at the Screen

Working with Text

Working with Documents

Lesson Summary

Lesson 2: Manipulating Text

Lesson Objectives

Changing the View

Adjusting the Zoom

Splitting Windows

Selecting Text

Editing Text

Lesson Summary

Lesson 3: Formatting Content

Lesson Objectives

Formatting Characters

Formatting Paragraphs

Organizing List Information

Using Spacing

Lesson Summary

Lesson 4: Working with Tabs

Lesson Objectives

Setting Tab Stops

Lesson Summary

Lesson 6: Getting Ready to Print

Lesson Objectives

Proofing Your Document

Searching for Information

Preparing to Print

Lesson Summary

Lesson 5: Formatting

Documents

Lesson Objectives

Setting Up the Document

Controlling Text Flow

Working with Section Breaks

Using Headers and Footers

Lesson Summary

Lesson 7: Using Publishing Tools

Lesson Objectives

What are Publishing Format Tools?

Formatting with Styles

Using the Format Painter

Working with Columns

Working with Document

Backgrounds

Lesson Summary

Lesson 8: Working with

Illustrations

Lesson Objectives

What are Illustrations?

Working with Shape Objects

Lesson Summary

Lesson 9: Working with Text and

SmartArt

Lesson Objectives

Using Other Types of Text

Using SmartArt

Lesson Summary

Lesson 10: Using Tables

Lesson Objectives

Working with Tables

Inserting a Table

Manipulating Items

Formatting the Table

Working with Formulas

Lesson Summary

Lesson 11: Customizing Word Items

Lesson Objectives

Changing Word Options

Working with Templates

Using Themes

Lesson Summary

Review Questions

Lesson 12: Building Content

Lesson Objectives

Understanding Building Blocks

Using the Building Blocks

Organizer

Lesson Summary

Lesson 13: Merging Documents

Lesson Objectives

Merging and Mailings

Merging to Envelopes or Labels

Lesson Summary

Lesson 14: Organizing

Information

Lesson Objectives

Sorting Lists

Creating Outlines

Lesson Summary

Lesson 15: Sharing Documents

Lesson Objectives

Reviewing Documents

Protecting Documents

Using Digital Signatures

Lesson Summary

Lesson 16: Working with

References

Lesson Objectives

Referencing Information Sources

Navigating with References

Creating an Index

Creating a Table of Contents

Lesson Summary