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11301 US Highway 301
Thonotosassa, Florida 33592

Telephone: (813) 315-9883
Fax Number: (813) 902-6160

Word 2007 - Level 2

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

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

Who Should Attend:

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 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.

Prerequisite(s) or equivalent knowledge:

Word 2007 – Level 1

Outline:

Lesson 1: Managing Lists

Sort a List
Renumber a List
Customize Lists

Lesson 2: Customizing Tables and Charts



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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

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



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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