

## Microsoft® Office Word 2007 Level 2 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

### Course Description

In the first course of this series, Microsoft Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Word 2007 works for you. In this second course of the series, you will create complex documents in Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized efficiency tools.

### Performance-Based Objectives

Upon successful completion of this course, you 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 universal tasks.

### Course Content

#### Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

#### Customizing Tables and Charts

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

#### 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

#### Modifying Pictures

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

#### 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

#### Inserting Content Using Quick Parts

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

#### Controlling Text Flow

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

#### Using Templates to Automate Document Creation

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

#### Automating Mail Merges

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

#### Using Macros to Automate Tasks

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