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MICROSOFT® OFFICE WORD 2007: LEVEL 2

Course Description: In the first course in this series, Microsoft® 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 Microsoft® 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 Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.

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

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

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