

Microsoft® Office Word 2007 – Level II

Course Description

Microsoft® Office Word 2007 – Level II teaches students some intermediate skills that can be combined with basic skills to create more complex documents. Students will look at features such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date, styles, and templates to produce professional-looking business documents.

Who Should Attend

This course is a continuation of the *Microsoft Office Word 2007 – Level 1* courseware, in which you were introduced to the basic concepts and skills required for creating and manipulating common types of documents, such as letters, memos, or simple reports. Students who wish to become proficient using the intermediate features of Microsoft Office Word 2007 will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- ↻ 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

Courseware Outline

Lesson 1: 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
Review Questions

Lesson 2: Working with Illustrations

Lesson Objectives
What are Illustrations?
Working with Shape Objects
Lesson Summary
Review Questions

Lesson 3: Working with Text and SmartArt

Lesson Objectives
Using Other Types of Text
Using SmartArt
Lesson Summary
Review Questions

Lesson 4: Using Tables

Lesson Objectives
Working with Tables
Inserting a Table
Manipulating Items
Formatting the Table
Working with Formulas
Lesson Summary
Review Questions

Lesson 5: Customizing Word Items

Lesson Objectives
Changing Word Options
Working with Templates
Using Themes
Lesson Summary
Review Questions

Lesson 6: Building Content

Lesson Objectives
Understanding Building Blocks
Using the Building Blocks Organizer
Lesson Summary
Review Questions

Appendices

Appendix A: Prerequisites
Appendix B: Answers to Review Questions
Appendix C: Microsoft Office Word 2007 Exam Objectives
Appendix D: Glossary of Terms
Appendix E: Index