

ExecuTrain Course Outline

Microsoft® Office Word 2007: Level 1

ET84381

1 day

Description:

This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents. This course is intended for individuals who want to gain basic knowledge of working on Word.

Prerequisites:

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

Windows XP Professional: Level 1

Windows XP Professional: Level 2

Windows XP: Introduction

Windows 2000: Introduction

Objective:

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. Upon successful completion of this course, students will be able to:

- explore the various components of the Microsoft Office Word 2007 environment.
- create a document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- proof documents to make them more accurate.
- control a document's page setup and its overall appearance.

Outline:**Lesson 1: Exploring the Word Environment**

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: View a Document

Topic 1D: Obtain Help

Lesson 2: Creating a Document

Topic 2A: Enter Text

Topic 2B: Save a Document

Topic 2C: Preview a Document

Topic 2D: Print a Document

Topic 2E: Customize the Word Environment

Lesson 3: Editing a Document

Topic 3A: Navigate in a Document

Topic 3B: Select Text

Topic 3C: Insert Additional Text

Topic 3D: Rearranging Blocks of Text

Topic 3E: Delete Blocks of Text

Topic 3F: Undo Changes

Topic 3G: Search and Replace Text

Lesson 4: Formatting Text

Topic 4A: Change Font and Size

Topic 4B: Emphasize Text Using Font Styles and Effects

Topic 4C: Change Text Color

Topic 4D: Highlight Text

Topic 4E: Copy Formatting

Topic 4F: Clear Formatting

Topic 4G: Find and Replace Text Formatting

Lesson 5: Formatting Paragraphs

Topic 5A: Set Tabs to Align Text

Topic 5B: Change Paragraph Alignment

Topic 5C: Indent Paragraphs

Topic 5D: Add Borders and Shading

Topic 5E: Apply Styles

Topic 5F: Create Lists

Topic 5G: Change Spacing Between Paragraphs and Lines

Lesson 6: Adding Tables

Topic 6A: Create a Table

Topic 6B: Enter Data in a Table

Topic 6C: Modify the Table Structure

Topic 6D: Format a Table

Topic 6E: Convert Text into a Table

Lesson 7: Enhancing Visual Appeal Using Graphic Objects

Topic 7A: Add Visual Effect Using Symbols and Special Characters

Topic 7B: Enhance Documents with Illustrations

Topic 7C: Display Documents Using Watermarks

Lesson 8: Proofing a Document

Topic 8A: Enhance Textual Meaning Using the Thesaurus

Topic 8B: Check Spelling and Grammar

Topic 8C: Customize AutoCorrect Options

Topic 8D: Create a New Default Dictionary

Topic 8E: Check Word Count

Lesson 9: Controlling Page Appearance

Topic 9A: Modify Page Margins and Orientation

Topic 9B: Apply a Page Border and Color

Topic 9C: Display Common Header and Footer Information

Topic 9D: Insert a Page Break

Topic 9E: Modify Content in Print Preview

Appendix A: Microsoft Office Specialist Program

ExecuTrain Course Outline

Microsoft® Office Word 2007: Level 2

ET84382

2 days

Description:

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 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.

Prerequisites:

Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following course: Microsoft® Office Word 2007: Level 1

Objective:

You will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. 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. Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- present a professional appearance to your documents by customizing formatting.
- customize styles for document elements.
- modify pictures in a document.
- create customized graphic elements.
- structure content using Quick Parts.
- control text flow.
- automate common tasks.
- automate document creation.
- perform mail merges.

Outline:

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Structure a List on Multiple Levels

Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables and Charts

Topic 2A: Modify Cell Structure

Topic 2B: Position Text in a Cell

Topic 2C: Apply Borders and Shading

Topic 2D: Sort Table Data

Topic 2E: Add Equations

Topic 2F: Perform Calculations in a Table

Topic 2G: Visually Represent Numerical Data

Lesson 3: Customizing Character and Paragraph Formats

Topic 3A: Control Character Appearance

Topic 3B: Control Paragraph Flow

Lesson 4: Customizing Styles for Document Elements

Topic 4A: Create a Text Style

Topic 4B: Modify an Existing Style

Topic 4C: Create a Custom List Style

Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Resize a Picture

Topic 5B: Set Picture Prominence

Topic 5C: Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes

Topic 6B: Add Special Effects to Text

Topic 6C: Display Text as Graphic Using Text Boxes

Topic 6D: Create Complex Illustrations

Lesson 7: Structuring Content Using Quick Parts

Topic 7A: Create Building Blocks

Topic 7B: Insert Building Blocks

Topic 7C: Modify Building Blocks

Topic 7D: Insert Fields Using Quick Parts

Lesson 8: Controlling Text Flow

Topic 8A: Insert Section Breaks

Topic 8B: Add a Header and Footer for a Document Section

Topic 8C: Create a Newsletter Style Layout

Topic 8D: Create Pull Quotes

Topic 8E: Control Text Flow Between Text Boxes

Lesson 9: Automating Tasks

Topic 9A: Perform a Task Automatically Using a Macro

Topic 9B: Create a Macro

Topic 9C: Modify a Macro

Lesson 10: Automating Document Creation

Topic 10A: Create a Document Using a Template Wizard

Topic 10B: Create a Document Based on a Template

Topic 10C: Create a Template

Topic 10D: Change the Default Template Location

Topic 10E: Automate Standard Text Replacement in a Template

Topic 10F: Apply And Customize Document Themes

Topic 10G: Create Custom Themes

Lesson 11: Automating Mail Merges

Topic 11A: Perform a Mail Merge

Topic 11B: Mail Merge Envelopes and Labels

Topic 11C: Use Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program

ExecuTrain Course Outline

Microsoft® Office Word 2007: Level 3

ET84383

1 day

Description:

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Target Student:

This course is intended for individuals interested in pursuing Microsoft Office Specialist certification in Microsoft Office Word 2007.

Prerequisites:

Students should be able to use Microsoft Office Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, you need to first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2007: Level 1
- Microsoft® Office Word 2007: Level 2

Objective:

You will create, manage, revise, and distribute long documents and forms. Upon successful completion of this course, students will be able to:

- use Microsoft Office Word 2007 with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- make long documents easier to use.
- secure a document.
- create forms.
- use XML in Word.

Outline:

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet

Topic 1B: Link a Chart to Excel Data

Topic 1C: Send a Document Outline to PowerPoint

Topic 1D: Extract Text from a Fax

Topic 1E: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

Topic 2A: Modify User Information

Topic 2B: Send a Document for Review

Topic 2C: Review a Document

Topic 2D: Compare Document Changes

Topic 2E: Merge Document Changes

Topic 2F: Review Track Changes and Comments

Lesson 3: Managing Document Versions

Topic 3A: Create a New Version of a Document

Topic 3B: Compare Document Versions

Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Topic 4A: Insert Bookmarks

Topic 4B: Insert Footnotes and Endnotes

Topic 4C: Add Captions

Topic 4D: Add Hyperlinks

Topic 4E: Add Cross-References

Topic 4F: Add Citations and a Bibliography

Lesson 5: Making Long Documents Easier to Use

Topic 5A: Insert Blank and Cover Pages

Topic 5B: Insert an Index

Topic 5C: Insert Table of Figures

Topic 5D: Insert Table of Authorities

Topic 5E: Insert Table of Contents

Topic 5F: Create a Master Document

Topic 5G: Automatically Summarize a Document

Lesson 6: Securing a Document

Topic 6A: Update a Document's Properties

Topic 6B: Hide Text

Topic 6C: Remove Personal Information from a Document

Topic 6D: Set Formatting and Editing Restrictions

Topic 6E: Add a Digital Signature to a Document

Topic 6F: Set a Password for a Document

Topic 6G: Restrict Document Access

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Save a Form Data as Plain Text

Topic 7D: Automate a Form

Lesson 8: Using XML in Word

Topic 8A: Tag an Existing Document

Topic 8B: Save a Document as XML

Topic 8C: Transform an XML Document

Certification: Microsoft Office Specialist: Microsoft Office Word 2007