

## Word 2007 - Level 2

Days of Training: 1

### Overview

In this course, students will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. They will also create personalized Microsoft® Word 2007 efficiency tools. The 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.

### Prerequisites

- Word 2007 - Level 1

### At Course Completion

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.

WORD2007L2

### Lesson 1: Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

### Lesson 2: Customizing Tables and Charts

- 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
- 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