

Prerequisites required for taking this course

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. We ask that you have also successfully completed Word 2007 Level 1 or had more than 6mo using the software.

Performance Objectives for Microsoft Word 2007 Level 2

- Manage lists.
- Customize tables and charts.
- Customize formatting with styles and themes.
- Use templates to automate document creation.
- Perform mail merges.
- Use macros to automate common tasks

Course Outline

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: Modifying Pictures

- Topic 3A: Resize a Picture
- Topic 3B: Adjust Picture Appearance Settings
- Topic 3C: Wrap Text Around a Picture

Lesson 4: Creating Customized Graphic Elements

- Topic 4A: Create Text Boxes and Pull Quotes
- Topic 4B: Draw Shapes
- Topic 4C: Add WordArt and Other Special Effects to Text
- Topic 4D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

- Topic 5A: Insert Building Blocks
- Topic 5B: Create Building Blocks
- Topic 5C: Modify Building Blocks
- Topic 5D: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

- Topic 6A: Control Paragraph Flow
- Topic 6B: Insert Section Breaks
- Topic 6C: Insert Columns
- Topic 6D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates to Automate Document Creation

- Topic 7A: Create a Document Based on a Template
- Topic 7B: Create a Template

Lesson 8: Automating Mail Merges

- Topic 8A: Perform a Mail Merge
- Topic 8B: Mail Merge Envelopes and Labels
- Topic 8C: Use Word to Create a Data Source