

## COURSE OVERVIEW

# ***MICROSOFT WORD LEVEL 2***

Revised as of 1/16/09

This course was designed for persons who can create and modify standard business documents in Microsoft Word, and who need to learn how to use Microsoft Word to create or modify complex business documents as well as customized Word efficiency tools.

### ***Prerequisites required for taking this course***

- *Microsoft Windows XP Fundamentals* **or** *Windows 2000 Fundamentals* **and** *Microsoft Word Fundamentals*; **or** equivalent experience
- Students should be able to create, edit, format, save, and print basic documents that contain text, basic tables, and simple graphics.

### ***Performance Objective for Microsoft Word Level 2***

- Manage data in lists
- Customize tables and charts
- Customize formatting
- Perform mail merges
- Work with custom styles
- Modify pictures in a document
- Create customized graphic elements
- Control text flow
- Automate common tasks
- Automate document creation

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## ***Course Outline***

### **Lesson 1: Managing Lists**

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

### **Lesson 2: Customizing Tables and Charts**

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
  - Charts
  - Microsoft Graph
- Modify a Chart

### **Lesson 3: Customizing Formatting**

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

### **Lesson 4: Working With Custom Styles**

- Create a Character Paragraph Style
  - Common Style Types
  - Templates
- Modify an Existing Style
- Create a List Style

### **Lesson 5: Modifying Pictures**

- Set Picture Contrast or Brightness
  - Contrast and Brightness Settings
- Crop a Picture
  - Cropping Options
- Wrap Text Around a Picture
  - Text Wrapping Styles

### **Lesson 6: Creating Customized Graphic Elements**

- Draw Shapes and Lines
- Insert Word Art
- Insert Text Boxes
- Create Diagrams

### **Lesson 7: Controlling Text Flow**

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

### **Lesson 8: Automating Common Tasks**

- Run a Macro
- Creating a Macro
- Modify a Macro
  - Visual Basic for Applications (VBA)
  - The Visual Basic Editor Window
- Customize Toolbars and Buttons
- Add Custom Menu Items

### **Lesson 9: Automating Document Creation**

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a Macro Button Field in a Template

### **Lesson 10: Performing Mail Merges**

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source