

Course Outline

Word 2007 Level 3

2 Days

Description

This intensive two-day class covers all the advanced-end-user features of Microsoft Word 2007. Participants will learn how to expertly set paragraph text flow and add borders and shading to paragraphs; create and modify styles; record, run, edit, delete, copy, and rename macros; and customize Quick Access Bar and assign shortcut keys. In addition, activities will include creating templates and managing items in templates; creating printed and online forms; inserting and modifying charts and graphics; and creating drop caps and watermarks. Students will also learn how to use bookmarks and fields; create footnotes, endnotes, cross-references, a table of contents, an index, and a master document; and import and export files and paste, link, and embed information. Finally, in-class exercises will allow participants to share documents, track changes to documents, and work with different document versions; sort tables and text; and work with data in tables. After completing Word 2007 Level 1, Level 2 and Level 3, students would have covered all the topics that map to the Microsoft Office Specialist Expert certification exam.

Prerequisites

- Word 2007 Level 2 or equivalent experience.

Who Should Take This Course?

Intermediate users of Microsoft Word who want to learn about and work with the software's more advanced features.

Objectives

- ✓ Set paragraph text flow and add borders and shading to paragraphs.
- ✓ Create and modify styles.
- ✓ Record, run, edit, delete, copy, and rename macros.
- ✓ Customize Quick Access Bar and assign shortcut keys.
- ✓ Create templates and manage items in templates.
- ✓ Create printed and online forms.
- ✓ Insert and modify charts.
- ✓ Insert and modify graphics and create drop caps and watermarks.
- ✓ Use bookmarks and fields.
- ✓ Create footnotes, endnotes, cross-references, a table of contents, an index, and a master document.
- ✓ Import and export files and paste, link, and embed information.
- ✓ Share documents, track changes to documents, and work with different document versions.
- ✓ Sort tables and text.
- ✓ Work with data in tables.

Outline

Using Advanced Character and Paragraph

Formatting

- Setting Paragraph Text Flow
 - Preventing a Page Break within a Paragraph
 - Preventing a Page Break Between Paragraphs
- Specifying Page Breaks
 - Widow and Orphan Lines
- Adding Borders and Shading

Working with Styles

- Creating and Modifying Styles

Working with Macros

- Recording, Running, and Editing Macros

Customizing Word

- Customizing Quick Access Bar
- Assigning Shortcut Keys
 - Removing Shortcut Keys
 - Restoring Default Shortcut Keys

Creating and Modifying Templates

- Creating a New Template
 - Creating a New Template Using an Existing Template
 - Creating a New Template Using an Existing Document
 - Creating a New Template from Scratch
- Adding and Attaching Templates to Documents

- Managing Items in Templates
 - Copying Items Between Templates
 - Deleting Items from Templates
 - Renaming Items in Templates

Creating Forms

- Creating Printed Forms
- Creating Online Forms
 - Creating an Online Form
 - Inserting and Formatting a Text Box
 - Inserting and Formatting a Check Box
 - Inserting and Formatting a Drop-Down List Box
 - Adding Help Text to the Form Fields
 - Protecting the Form
 - Saving the Form
 - Using an Online Form

Working with Charts

- Inserting and Editing a Chart
- Entering and Managing Data
 - Inserting Columns and Rows
 - Deleting Columns and Rows
 - Excluding and Including Columns and Rows
- Changing Chart Formatting
 - Changing the Data Series Orientation
 - Changing the Chart Type
 - Adding and Removing Gridlines
 - Adding and Removing the Legend
 - Changing the Number Format
- Importing Data into a Chart

Working with Graphics

- Inserting & Modifying SmartArt
- Inserting Clip Art and Pictures
- Formatting and Modifying Pictures
 - The Picture Toolbar
 - Changing the Image Control Setting
 - Adjusting the Contrast and Brightness
 - Adding a Border to a Picture
 - Moving, Resizing, and Cropping Pictures
 - Controlling Text Wrapping
 - Using the Format Picture Button
 - Resetting a Picture
- Creating Drop Caps and Watermarks

Using Bookmarks and Fields

- Using Bookmarks
 - Defining a Bookmark
 - Creating a Cross-Reference to a Bookmark
 - Locating a Bookmark
- Using Fields
 - Inserting and Updating Fields
 - Viewing Field Codes
 - Locking and Unlocking Fields
 - Sample Field Codes

Using Document Accessories

- Working with Footnotes, Endnotes, and Cross-References
- Creating a Table of Contents
- Creating an Index
- Creating a Master Document
- Adding Comments to File Properties
- Using the Document Map

Sharing Information

- Importing and Exporting Files
 - Importing Files into Word
 - Exporting Files from Word
 - Exporting a Document to PowerPoint
- Pasting, Linking, and Embedding Information

Collaborating in a Workgroup

- Sharing Documents
 - Protecting a Document
 - Working with Comments
 - Setting Default File Locations
 - Sending and Routing Documents
- Tracking Changes to Documents
- Working with Different Document Versions

Sorting Documents

- Introduction to Sorting
- Sorting Tables and Text

Working with Data in Tables

- Performing Calculations in Tables
 - Adding a Series of Numbers
 - Entering a Simple Formula
 - Using Functions in a Formula
 - Editing a Formula
- Importing Table Data
 - Pasting and Linking Spreadsheet Data
 - Inserting Excel Tables

Appendix: Customizing Word Options