

Course overview:

Word 2007 Level 2



Overview and objectives

This one-day course builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features

Target audience

The target student for this course has some experience with Word 2007 and wants to learn how to work with styles, work with sections and columns, format tables, print labels and envelopes, work with graphics, use templates, manage document revisions, and use Web features.

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic or Windows Vista: Basic and Word 2007: Basic

Course objectives

- Examine text formatting and compare the formatting of two selections; apply and create paragraph and character styles; modify and override styles; import and export styles; create, organize, and format a document outline; and use the Document Map and thumbnails.
- Create and format sections of text by using section breaks, headers and footers, and page numbering; and format text into columns.
- Align text in a table; merge and split cells; change text orientation; resize rows; change table borders and cell shading; sort data; split a table; repeat a header row on multiple pages; enter a formula; and apply and modify table styles.
- Prepare and print a label and an envelope.
- Create a document from a template; save and use your own template; store a custom template; use the Building Blocks Organizer to work with commonly used document elements; protect a document with a password; and view and edit document properties.
- Create and modify a diagram; insert and modify text boxes and shapes; and use WordArt, drop caps, and pull quotes to graphically format text.
- Track changes while editing; review and accept revisions; view changes by different reviewers; restrict edits to tracked changes; merge revisions; and insert, print, and delete comments.
- Preview a document as a Web page; save a document as a Web page; open an HTML document in a browser; edit an HTML document in Word; and use hyperlinks in a document.

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Course contents

- Styles • Examining formatting • Creating styles • Modifying styles • Outlining • Using Full Screen Reading view
- Sections and columns • Creating and formatting sections • Working with columns
- Formatting tables • Table formatting basics • Borders and shading • Table data • Table styles
- Printing labels and envelopes • Labels • Envelopes
- Templates and building blocks • Template basics • Building blocks • Document properties
- Graphics • Diagrams • Drawing tools • Formatting text graphically
- Managing document revisions • Tracking changes in a document • Working with comments
- Web features • Web pages • Hyperlinks