

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: manage lists; customize tables and charts; customize formatting with styles and themes; modify pictures in a document; create customized graphic elements; insert content using Quick Parts; control text flow; use templates to automate document creation; perform mail merges; and use macros to automate common tasks.
- Target Student:** This 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. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.
- Prerequisites:** Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics.

Course Content

1. Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

2. Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

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

4. Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture

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

6. Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

7. Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

8. Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

9. Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

10. Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro