

Microsoft Word 2007 Module 2

Ideal for Short Courses: 2 day (12 – 16 hours)

General Description

Microsoft Word 2007 Module 2 is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This publication focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Module 1 of this series. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Learning Outcomes

At the completion of this courseware participants will be able to:

- use a range of formatting techniques to accurately position text
- define and modify lists of information
- create and apply styles to paragraphs and text
- create and work effectively with themes
- create and use templates in your documents
- work with various page techniques, columns, and sections
- use more advanced table features
- create and edit recipient lists and perform more complex merges
- save a document as a PDF and view it in a PDF reader
- insert and work with text boxes
- create and work with SmartArt
- work with bookmarks, building blocks, AutoText entries
- create and modify fields
- create and work with electronic forms and macros in Word
- insert content from other sources

Publications in Series

INF710 Module 1 (ISBN 978-1-921340-02-4)

INF711 Module 2 (ISBN 978-1-921340-03-1)

INF770 Module 1 – with Challenge Exercises (ISBN 978-1-921340-07-9)

INF771 Module 2 – with Challenge Exercises (ISBN 978-1-921340-08-6)

The challenge exercises are additional end-of-chapter exercises designed to challenge the learner's understanding of the concepts covered in the preceding chapter. They can be used to entertain faster learners, as assessments, or simply as an informal test of the learner's ability to perform the tasks.

Options Available

- ✓ Content can be further customised to customer requirements*
- ✓ Rebadging available to accommodate customer's cover, footer details, etc*
- ✓ Can be purchased as an electronic licence
- ✓ Courseware files can be downloaded free of charge from our website
- ✓ Additional resources (test banks, outline, lesson plans, support sheets, challenge exercises, solutions, etc) available on the *Office 2007 Extras CD*

Note: Content customisation and rebadging subject to minimum quantities.

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Table of Contents

Formatting Techniques

- Creating Indents
- Widow And Orphan Control
- Keeping Lines Together
- Page Breaks
- Hyphenation
- Hiding Text
- Drop Caps
- Format Revealing

Lists

- Understanding Lists
- Using The Bullet Library
- Defining A New Bullet
- The Numbering Library
- A New Number Format
- Multilevel Lists
- Changing A List Level
- Multilevel List Definitions
- Defining A New List Style
- Modifying A List Style

Styles

- Understanding Styles
- Applying Styles
- Creating A Paragraph Style
- Creating A Character Style

Themes

- Understanding Themes
- Changing Theme Colours
- Changing Theme Fonts
- Creating A New Theme

Templates

- Understanding Templates
- Using An Installed Template
- Using An Online Template
- Creating A Template
- A Different Template
- Copying Styles
- Tips For Templates

Page Techniques

- Inserting A Cover Page
- Adding A Watermark
- Removing A Watermark
- Applying Page Colours
- Applying Page Borders

Columns

- Understanding Columns
- Creating Columns
- Balancing Column Text
- Inserting Column Breaks
- Creating Columns Mid Page

Table Features

- Creating A Table From Text
- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Viewing Table Gridlines
- Table Properties
- Table Alignment
- Changing Text Direction
- Repeating Header Rows
- Converting A Table To Text

Recipient Lists

- Creating A New List
- Making Entries
- Deleting Entries
- Saving A Recipient List
- Opening An Existing List
- Adding More Recipients

Merging Techniques

- Running An Existing Merge
- Selecting Recipients
- Filtering Recipients
- Sorting Recipients
- Merging From Another Source
- Setting An IF Rule
- Prompting For Information

Section Breaks

- Next Page Break
- Continuous Break
- Even Page Break
- Odd Page Break

Saving To PDF

- Understanding PDFing
- Acquiring The Add-in
- Saving A Document As PDF
- Viewing A PDF

Text Boxes

- Using Text Boxes
- Typing Into A Text Box
- Positioning A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Applying A Text Box Style

SmartArt

- Understanding SmartArt
- Organisation Chart
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Text Wrapping
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape

Bookmarks

- Creating Bookmarks
- Going To A Bookmark
- Deleting Bookmarks

Table Of Contents

- Using A Table Of Contents
- Navigating
- Updating Page Numbers
- Updating The Entire Table
- Marking A Paragraph
- Removing A Table
- Changing The Style

Indexing

- Marking Index Entries
- Using An AutoMark File
- Creating An Index

Building Blocks

- Building Blocks Organiser
- Creating Quick Parts
- Saving Building Blocks
- Using Quick Parts

AutoText

- Creating AutoText
- Saving AutoText
- Using AutoText

Fields

- Information Fields
- Showing And Hiding Codes
- Using Formula Fields
- Converting Fields To Text
- Printing Field Codes
- Using Format Switches
- Useful Field Examples

Interactive Fields

- Using FILLIN
- Activating Interactive Fields
- Inserting ASK
- Using REF

Master Documents

- A Master Document
- Creating Subdocuments
- Inserting Subdocuments
- Working With Subdocuments
- Why Master Documents Are Misunderstood

Electronic Forms

- Creating A Form
- Content Controls
- Adding Text Controls
- Setting Control Properties
- The Date Picker Control
- Adding Numeric Controls
- Adding Formulas
- Adding A Combo Box
- Adding A Drop-Down List
- Protecting The Form
- Using An Electronic Form
- Deleting A Content Control

Macros

- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To The Toolbar
- Keyboard Shortcuts
- Editing A Macro
- Deleting A Macro
- MacroButton Field
- Copying A Macro
- Tips For Developing Macros

Inserting From Other Sources

- Understanding Objects And Importing
- Inserting Text From Another Document
- Pasting An Excel Worksheet
- Linking An Excel Worksheet
- Embedding An Excel Worksheet
- Modifying An Embedded Worksheet