

Microsoft Word 2007 Level 2

Ideal for Short Courses: 1 day (6 – 8 hours)

General Description	<i>Microsoft Word 2007 Level 2</i> extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced. 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 Level 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: • Set Word options to more easily access files and information • Work with multiple, concurrent documents • Further enhance documents and text using advanced formatting features • Use tabs, and work with bulleted and numbered lists • Create enhanced tables • Use timesaving features such as Building Blocks, styles and templates • Partition longer documents into sections • Create headers and footers in documents • Create letters, envelopes and labels • Perform mail merges • Incorporate pictures, drawings and WordArt into documents.
Publications in Series	INF712 Level 1 (ISBN 978-1-921340-04-8) INF713 Level 2 (ISBN 978-1-921340-05-5) INF714 Level 3 (ISBN 978-1-921340-06-2) INF772 Level 1 – with Challenge Exercises (ISBN 978-1-921340-09-3) INF773 Level 2 – with Challenge Exercises (ISBN 978-1-921340-10-9) INF774 Level 3 – with Challenge Exercises (ISBN 978-1-921340-11-6) <i>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. The challenge exercises are available either inbuilt into the courseware (as above) or on the Office 2007 Extras CD.</i>
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 <i>Office 2007 Extras CD</i> <i>Note: Content customisation and rebadging subject to minimum quantities.</i>

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Product Information

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