

Microsoft Word 2007 Module 2 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Word 2007 Module 2 (with Challenge Exercises) are sufficient to be able to use longer documents and includes key aspects such as creating a table of contents, document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection.
Learning Outcomes	<p>At the completion of Microsoft Word 2007 Module 2 (with Challenge Exercises) you should be able to:</p> <ul style="list-style-type: none">• use a range of formatting techniques to position text• define and modify lists• create and work effectively with themes• create and use templates in your documents• work with various page techniques• create and format columns• create and edit recipient lists• perform more complex merge operations• create and use section breaks within a document• save a document as a PDF and view it in a PDF reader• insert and work with text boxes• create and work with SmartArt• create, use and delete bookmarks• create and use building blocks• create, use and modify interactive fields• create and work with electronic forms in Word• create and work with macros• insert content from other sources
Target Audience	Microsoft Word 2007 Module 2 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge when using longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more.
Prerequisites	Microsoft Word 2007 Module 2 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	322 pages
Approx* Duration	53.7 hrs
Course Disk	Many of the topics in Microsoft Word 2007 Module 2 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF771.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, May 06, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Contents

Formatting Techniques

- Creating First Line Indents
- Creating Hanging Indents
- Inserting Right Indents
- Understanding Pagination
- Widow And Orphan Control
- Keeping With Next
- Keeping Lines Together
- Page Break Before
- Hyphenation
- Hiding Text
- Creating And Using Drop Caps
- Understanding Returns
- Inserting Returns
- Removing Returns
- Format Revealing
- Practice Exercise

Lists

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

Styles

- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles
- Practice Exercise

Themes

- Understanding Themes
- Using Built-In Themes
- Changing Theme Colours

- Changing Theme Fonts
- Creating A New Theme
- Installing A Custom Theme
- Resetting Defaults
- Practice Exercise

Templates

- Understanding Templates
- Using An Installed Template
- Using An Online Template
- Creating A Template From Scratch
- Modifying A Template
- Using A Custom Template
- Applying A Different Template
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates
- Practice Exercise

Page Techniques

- Inserting A Cover Page
- Inserting A Blank Cover Page
- Adding A Watermark
- Creating A Custom Watermark
- Removing A Watermark
- Applying Page Colours
- Applying Page Borders
- Applying Partial Page Borders
- Practice Exercise

Columns

- Understanding Columns
- Creating Columns
- Specifying Column Settings
- Balancing Column Text
- Inserting Column Breaks
- Deleting Column Breaks
- Creating Columns Mid Page
- Practice Exercise

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
- Practice Exercise

Recipient Lists

- Understanding Recipient Lists
- Creating A New List
- Customising The Columns
- Making Entries
- Deleting Entries
- Saving A Recipient List
- Opening An Existing List
- Adding More Recipients
- Practice Exercise

Merging Techniques

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

Section Breaks

- Understanding Sections
- Inserting A Next Page Break
- Inserting A Continuous Break
- Inserting An Even Page Break
- Inserting An Odd Page Break
- Practice Exercise

Saving To PDF

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

Text Boxes

- Understanding Text Boxes
- Using Preformatted Text Boxes
- Typing Into A Text Box
- Positioning A Text Box
- Moving A Text Box
- Resizing A Text Box Using The Ribbon

Your supplier is:

Product Information

Resizing A Text Box Using The Dialog Box
Resizing A Text Box Using The Mouse
Deleting A Text Box
Applying A Text Box Style
Practice Exercise

SmartArt

Understanding SmartArt
Creating An Organisation Chart
Typing Text Using The Text Pane
Adding Peers
Adding Subordinates
Adding An Assistant
Promoting And Demoting
Switching Right To Left
Positioning SmartArt
Resizing SmartArt Using The Ribbon
Resizing SmartArt Using The Mouse
Text Wrapping Around SmartArt
Changing The Layout
Changing Colours
Changing SmartArt Styles
Deleting A Shape From SmartArt
Practice Exercise

Bookmarks

Creating Bookmarks
Going To A Bookmark
Deleting Bookmarks
Practice Exercise

Table Of Contents

Understanding A Table Of Contents
Using A Built In Table Of Contents
Navigating Using A Table Of Contents
Updating Page Numbers Only
Updating The Entire Table
Marking A Paragraph For Inclusion
Removing A Table Of Contents
Using The Table Of Contents Dialog Box
Changing The Style Of The Table Of Contents
Formatting Text In A Table Of Contents
Practice Exercise

Indexing

Understanding Indexing
Marking Index Entries
Creating An AutoMark File

Using An AutoMark File
Deleting Unwanted Index Entries
Creating An Index
Modifying An Index
Updating An Index
Practice Exercise

Building Blocks

Understanding Building Blocks
Using The Building Blocks Organiser
Creating Quick Parts
Saving Building Blocks
Using Quick Parts
Editing Quick Parts
Deleting Quick Parts
Creating Template Specific Building Blocks
AutoText Versus Quick Parts
Practice Exercise

AutoText

Understanding AutoText
Creating AutoText
Saving AutoText
Using AutoText
Editing AutoText Entries
Deleting AutoText Entries
Creating Template Specific AutoText
Practice Exercise

Fields

Understanding Field Codes
Using Document Information Fields
Showing And Hiding Field Codes
Seeing Fields In A Document
Using Formula Fields
Converting Fields To Text
Updating Fields When Printing
Printing Field Codes
Locking And Unlocking Fields
Using Format Switches
Useful Field Examples
Practice Exercise

Interactive Fields

Understanding Interactive Fields
Using FILLIN
Typing Fields Directly Into A Document
Activating Interactive Fields
Inserting ASK
Using REF To Display Bookmarks
Activating Fields Automatically
Practice Exercise

Master Documents

Understanding Master Documents
Creating A Master Document
Creating Subdocuments
Working With Master Documents
Inserting Subdocuments
Formatting A Master Document
Editing Subdocuments
Merging Subdocuments
Splitting Subdocuments
Deleting Subdocuments
Building A Table Of Contents
Printing A Master Document
Why Master Documents Are Misunderstood
Practice Exercise

Electronic Forms

Understanding Electronic Forms In Word
Creating A Structure For The Form
Understanding Content Controls
Displaying The Developer Tab
Adding Text Controls
Setting Content Control Properties
Using The Date Picker Control
Adding Numeric Controls
Adding Formulas
Adding A Combo Box
Adding A Drop-Down List
Protecting And Saving The Form
Using An Electronic Form
Editing The Form
Deleting A Content Control
Practice Exercise

Macros

Understanding Word Macros
Setting Macro Security
Saving A Document As Macro Enabled
Recording A Simple Macro
Running A Macro
Assigning A Macro To The Toolbar
Assigning A Keyboard Shortcut To A Macro
Editing A Macro
Deleting A Macro
Creating A MacroButton Field
Copying A Macro
Tips For Developing Macros
Practice Exercise

Your supplier is:

Product Information



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

Practice Exercise

Concluding Remarks

Your supplier is:

Product Information