

## Microsoft Word 2007 Module 2 (with Challenge Exercises)

<b>General Description</b>	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.
<b>Learning Outcomes</b>	<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"><li>• use a range of formatting techniques to position text</li><li>• define and modify lists</li><li>• create and work effectively with themes</li><li>• create and use templates in your documents</li><li>• work with various page techniques</li><li>• create and format columns</li><li>• create and edit recipient lists</li><li>• perform more complex merge operations</li><li>• create and use section breaks within a document</li><li>• save a document as a PDF and view it in a PDF reader</li><li>• insert and work with text boxes</li><li>• create and work with SmartArt</li><li>• create, use and delete bookmarks</li><li>• create and use building blocks</li><li>• create , use and modify interactive fields</li><li>• create and work with electronic forms in Word</li><li>• create and work with macros</li><li>• insert content from other sources</li></ul>
<b>Target Audience</b>	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.
<b>Prerequisites</b>	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.
<b>Pages</b>	322 pages
<b>Approx* Duration</b>	53.7 hrs
<b>Course Disk</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF771.
<b>Methodology</b>	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.
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* 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.



# Microsoft Word 2007 Module 2 (with Challenge Exercises)

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Your supplier is:

**Product Information**

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Practice Exercise

Your supplier is:

**Product Information**



## **Inserting From Other Sources**

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Document

Pasting An Excel Worksheet

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Embedding An Excel Worksheet

Modifying An Embedded  
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Practice Exercise

## **Concluding Remarks**

Your supplier is:

**Product Information**