

Microsoft Word 2007 Level 2 With Challenge Exercises

General Description	The skills and knowledge acquired in Microsoft Word 2007 Level 2 With Challenge Exercises are sufficient to be able to do production techniques using Microsoft Word 2007. It is designed to take the learner beyond basic document production showing them how to create more intricate and complex documents.
Learning Outcomes	At the completion of Microsoft Word 2007 Level 2 With Challenge Exercises you should be able to: <ul style="list-style-type: none">• modify Word options• use a range of formatting techniques to position text• create and work with various types of tabs• define and modify lists• create and use building blocks• create and apply styles• create and use templates in your documents• create and use section breaks within a document• use the Mail Merge Wizard to perform mail merges• insert and work with pictures• insert and work with shapes• insert and work with WordArt
Target Audience	Microsoft Word 2007 Level 2 With Challenge Exercises is designed for people who work in offices, for clubs, or charities where there is a requirement to produce reports, tabularised numbers and the like.
Prerequisites	Microsoft Word 2007 Level 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	214 pages
Approx* Duration	35.7 hrs
Course Disk	Many of the topics in Microsoft Word 2007 Level 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 INF773.
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 Thursday, May 08, 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 Level 2 With Challenge Exercises

Contents

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Practice Exercise

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Synchronous Scrolling
- Resetting The Window Position
- Viewing One Or Two Pages
- Viewing Page Width
- Viewing 100 Per Cent
- Splitting The Window
- Opening A New Window
- Viewing Gridlines
- The Document Map
- Thumbnails
- Practice Exercise

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

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler

- Using The Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs
- 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

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

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

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

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

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

Headers And Footers

- Understanding Headers And Footers
- Quick Headers And Footers
- Creating A Blank Header
- Creating A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Document Information
- Formatting Headers And Footers

Your supplier is:

Product Information



Practice Exercise

Mail Merging

Understanding Mail Merging
The Mail Merge Wizard Process
Selecting The Starting Document
Selecting A Recipient List
Writing The Details
Previewing The Letters
Completing The Merge
Practice Exercise

Resizing WordArt Using The Ribbon
Resizing WordArt Using The Dialog Box
Resizing WordArt Using The Mouse
Deleting WordArt
Changing The WordArt Style
Practice Exercise

Concluding Remarks

Pictures

Understanding Pictures
Inserting A Picture
Selecting A Picture
Positioning A Picture
Moving A Picture
Resizing A Picture Using The Ribbon
Resizing A Picture Using The Size Dialog Box
Resizing A Picture Using The Mouse
Deleting A Picture
Applying Picture Styles
Resetting A Picture
Replacing A Picture
Practice Exercise

Shapes

Understanding Shapes
Using The Drawing Canvas
Inserting Shapes
Selecting Shapes
Positioning Shapes And Drawings
Moving Shapes And Drawings
Resizing Shapes Using The Ribbon
Resizing Shapes Using The Dialog Box
Resizing Shapes Using The Mouse
Deleting A Shape
Applying Shape Styles
Changing Shapes
Inserting A Shape Outside A Drawing Canvas
Adding Text To A Shape
Practice Exercise

WordArt

Understanding WordArt
Creating WordArt
Selecting WordArt
Editing WordArt Text
Positioning WordArt
Moving WordArt

Your supplier is:

Product Information