



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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A Division of Moore Solutions inc

Microsoft® Office Word 2007: Level 2

Course Specifications

Course number: 084382

Software: Microsoft® Office Word 2007

Course length: 1 day

Certification: Microsoft Office Specialist: Microsoft® Office Word 2007

Course Description

In the first course in this series, Microsoft® Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.

Course Objective: You will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007.

Target Student: This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2007, and who need to learn how to use Microsoft® Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2007.

Prerequisites: Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following Element K course:

- Microsoft® Office Word 2007: Level 1

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

Microsoft® Word 2007 : Level 2 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

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Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- 1024 x 768 resolution monitor recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer or an installed printer driver.
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows XP

Software Requirements

- Microsoft® Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- present a professional appearance to your documents by customizing formatting.
- customize styles for document elements.
- modify pictures in a document.
- create customized graphic elements.
- structure content using Quick Parts.
- control text flow.

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- automate common tasks.
- automate document creation.
- perform mail merges.

Course Content

Lesson 1: Managing Lists

- Topic 1A: Sort a List
- Topic 1B: Renumber a List
- Topic 1C: Structure a List on Multiple Levels
- Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables and Charts

- Topic 2A: Modify Cell Structure
- Topic 2B: Position Text in a Cell
- Topic 2C: Apply Borders and Shading
- Topic 2D: Sort Table Data
- Topic 2E: Add Equations
- Topic 2F: Perform Calculations in a Table
- Topic 2G: Visually Represent Numerical Data

Lesson 3: Customizing Character and Paragraph Formats

- Topic 3A: Control Character Appearance
- Topic 3B: Control Paragraph Flow

Lesson 4: Customizing Styles for Document Elements

- Topic 4A: Create a Text Style
- Topic 4B: Modify an Existing Style
- Topic 4C: Create a Custom List Style
- Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

- Topic 5A: Resize a Picture
- Topic 5B: Set Picture Prominence
- Topic 5C: Wrap Text Around a Picture

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Lesson 6: Creating Customized Graphic Elements

- Topic 6A: Draw Shapes
- Topic 6B: Add Special Effects to Text
- Topic 6C: Display Text as Graphic Using Text Boxes
- Topic 6D: Create Complex Illustrations

Lesson 7: Structuring Content Using Quick Parts

- Topic 7A: Create Building Blocks
- Topic 7B: Insert Building Blocks
- Topic 7C: Modify Building Blocks
- Topic 7D: Insert Fields Using Quick Parts

Lesson 8: Controlling Text Flow

- Topic 8A: Insert Section Breaks
- Topic 8B: Add a Header and Footer for a Document Section
- Topic 8C: Create a Newsletter Style Layout
- Topic 8D: Create Pull Quotes
- Topic 8E: Control Text Flow Between Text Boxes

Lesson 9: Automating Tasks

- Topic 9A: Perform a Task Automatically Using a Macro
- Topic 9B: Create a Macro
- Topic 9C: Modify a Macro

Lesson 10: Automating Document Creation

- Topic 10A: Create a Document Using a Template Wizard
- Topic 10B: Create a Document Based on a Template
- Topic 10C: Create a Template
- Topic 10D: Change the Default Template Location
- Topic 10E: Automate Standard Text Replacement in a Template
- Topic 10F: Apply And Customize Document Themes
- Topic 10G: Create Custom Themes

Lesson 11: Automating Mail Merges

- Topic 11A: Perform a Mail Merge
- Topic 11B: Mail Merge Envelopes and Labels
- Topic 11C: Use Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program

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