

Course Outline: Microsoft Word Basic-Microsoft Word Intermediate-Microsoft Word Advanced

Learning Method: Instructor-led Classroom Learning

Duration: 16 hrs

Overview:

Through Microsoft Word Basic students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Through Microsoft Word Intermediate Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Through Microsoft Word Advance students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

Who Should Attend:

This course targets individuals interested in learning the features of Microsoft Word Version 2007 and individuals pursuing the Microsoft Word Version 2007 Expert certification

At Course Completion:

Individuals who earn Microsoft Office 2007 Expert certifications have proven their skills using Microsoft Office applications. The Microsoft Word 2007 Expert certification is widely recognized by businesses in all industry sectors as a standard for workforce competency

Outline:

Microsoft Word Basic

Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Word Help

Unit 2: Navigation and selection techniques

Topic A: Document navigation

Topic B: Selection techniques

Unit 3: Editing text

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Topic A: Working with text
Topic B: Using the Undo and Redo commands
Topic C: Cutting, copying, and pasting text

Unit 4: Formatting text

Topic A: Character formatting
Topic B: Tab settings
Topic C: Paragraph formatting
Topic D: Paragraph spacing and indents
Topic E: Automatic formatting

Unit 5: Tables

Topic A: Creating tables
Topic B: Working with table content
Topic C: Changing table structure

Unit 6: Page layout

Topic A: Headers and footers
Topic B: Margins
Topic C: Page breaks Word 2007: Basic Topic-Level Outline

Unit 7: Proofing and Printing Documents

Topic A: Checking Spelling and Grammar
Topic B: Using AutoCorrect
Topic C: Finding and replacing text
Topic D: Printing documents

Unit 8: Graphics

Topic A: Adding graphics and clip art
Topic B: Working with graphics

Outline:

Microsoft Word Intermediate

Unit 1: Styles

Topic A: Examining formatting
Topic B: Creating styles
Topic C: Modifying styles
Topic D: Outlining
Topic E: Using Full Screen Reading view

Unit 2: Sections and columns

Topic A: Creating and formatting sections
Topic B: Working with columns

Unit 3: Formatting tables

Topic A: Table formatting basics
Topic B: Borders and shading
Topic C: Table data
Topic D: Table styles

Unit 4: Printing labels and envelopes

Topic A: Labels
Topic B: Envelopes

Unit 5: Templates and building blocks

Topic A: Template basics
Topic B: Building blocks
Topic C: Document properties

Unit 6: Graphics

Topic A: Diagrams
Topic B: Drawing tools
Topic C: Formatting text graphically Word 2007: Intermediate Topic-Level Outline

Unit 7: Managing document revisions

Topic A: Tracking changes in a document
Topic B: Working with comments

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Unit 8: Web features

Topic A: Web pages

Topic B: Hyperlinks

Unit 7: XML features

Topic A: Working with XML

Outline:

Microsoft Word Advance

Unit 1: Mail merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

Topic A: Objects

Topic B: Document backgrounds

Unit 3: Forms

Topic A: Form fields

Topic B: Form protection

Topic C: Sharing and securing documents

Unit 4: Macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Unit 5: Toolbar and keyboard customization

Topic A: Customizing the Quick Access toolbar

Topic B: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

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