



# Microsoft Word 2007 Level 2

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Word 2007: Basic or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Examine text formatting and compare the formatting of two selections; apply and create paragraph and character styles; modify and override styles; import and export styles; create, organize, and format a document outline; and use the Document Map and thumbnails.</p> <p>Create and format sections of text by using section breaks, headers and footers, and page numbering; and format text into columns.</p> <p>Align text in a table; merge and split cells; change text orientation; resize rows; change table borders and cell shading; sort data; split a table; repeat a header row on multiple pages; enter a formula; and apply and modify table styles.</p> <p>Prepare and print a label and an envelope.</p>	<p>Create a document from a template; save and use your own template; store a custom template; use the Building Blocks Organizer to work with commonly used document elements; protect a document with a password; and view and edit document properties.</p> <p>Create and modify a diagram; insert and modify text boxes and shapes; and use WordArt, drop caps, and pull quotes to graphically format text.</p> <p>Track changes while editing; review and accept revisions; view changes by different reviewers; restrict edits to tracked changes; merge revisions; and insert, print, and delete comments.</p> <p>Preview a document as a Web page; save a document as a Web page; open an HTML document in a browser; edit an HTML document in Word; and use hyperlinks in a document.</p> <p><b>Outline:</b></p> <p><b>Styles</b></p> <p>Examining formatting</p> <p>Creating styles</p> <p>Modifying styles</p> <p>Outlining</p> <p>Using Full Screen Reading view</p> <p><b>Sections and columns</b></p> <p>Creating and formatting sections</p> <p>Working with columns</p>	<p><b>Formatting tables</b></p> <p>Table formatting basics</p> <p>Borders and shading</p> <p>Table data</p> <p>Table styles</p> <p><b>Printing labels and envelopes</b></p> <p>Labels</p> <p>Envelopes</p> <p><b>Templates and building blocks</b></p> <p>Template basics</p> <p>Building blocks</p> <p>Document properties</p> <p><b>Graphics</b></p> <p>Diagrams</p> <p>Drawing tools</p> <p>Formatting text graphically</p> <p><b>Managing document revisions</b></p> <p>Tracking changes in a document</p> <p>Working with comments</p> <p><b>Web features</b></p> <p>Web pages</p> <p>Hyperlinks</p>
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