

# Word 2007 Level 2 Intermediate

## 1 day course

### Overview

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.

### 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 SysmatixK course: Microsoft® Office Word 2007: Level 1

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## Course Content:

### Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

### Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

### Customizing Formatting with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

### Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture

### Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

### Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

**Controlling Text Flow**

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

**Using Templates to Automate Document Creation**

- Create a Document Based on a Template
- Create a Template

**Automating Mail Merges**

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

**Using Macros to Automate Tasks**

- Perform a Task Automatically Using a Macro
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