

Title:

Microsoft Word 2007 Module 2

Application

Microsoft Word 2007

Competency

N/A

ISBN

978-1-921340-03-1

Duration (hrs)

16

Description

Microsoft Word 2007 Module 2 is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This publication focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Microsoft Word 2007

Module 2 *Ideal for Short Courses: 2 day (12 – 16 hours)*

This information sheet was produced on Wednesday, November 28, 2007 and was accurate at the time of printing.

Watsonia Publishing

reserves its right to alter the content of the courseware without notice.

Microsoft Word 2007 Module 2 is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This publication focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This publication is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

This publication assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Module 1 of this series. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

At the completion of this courseware participants will be able to:

- use a range of formatting techniques to accurately position text
- define and modify lists of information
- create and apply styles to paragraphs and text
- create and work effectively with themes
- create and use templates in your documents
- work with various page techniques, columns, and sections
- use more advanced table features
- create and edit recipient lists and perform more complex merges
- save a document as a PDF and view it in a PDF reader
- insert and work with text boxes
- create and work with SmartArt
- work with bookmarks, building blocks, AutoText entries
- create and modify fields
- create and work with electronic forms and macros in Word
- insert content from other sources

Microsoft Word 2007

Module 2 *Ideal for Short Courses: 2 day (4 hours p/d)*

Table of Contents

Formatting Techniques

Creating Indents
Widow And Orphan Control
Keeping Lines Together
Page Breaks
Hyphenation
Hiding Text
Drop Caps
Format Revealing

Lists

Understanding Lists
Using The Bullet Library
Defining A New Bullet
The Numbering Library
A New Number Format
Multilevel Lists
Changing A List Level
Multilevel List Definitions
Defining A New List Style
Modifying A List Style

Styles

Understanding Styles
Applying Styles
Creating A Paragraph Style
Creating A Character Style

Themes

Understanding Themes
Changing Theme Colours
Changing Theme Fonts
Creating A New Theme

Templates

Understanding Templates
Using An Installed Template
Using An Online Template
Creating A Template
A Different Template
Copying Styles
Tips For Templates

Page Techniques

Inserting A Cover Page
Adding A Watermark
Removing A Watermark
Applying Page Colours
Applying Page Borders

Columns

Understanding Columns
Creating Columns
Balancing Column Text
Inserting Column Breaks
Creating Columns Mid Page

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

Recipient Lists

- Creating A New List
- Making Entries
- Deleting Entries
- Saving A Recipient List
- Opening An Existing List
- Adding More Recipients

Merging Techniques

- Running An Existing Merge
- Selecting Recipients
- Filtering Recipients
- Sorting Recipients
- Merging From Another Source
- Setting An IF Rule
- Prompting For Information

Section Breaks

- Next Page Break
- Continuous Break
- Even Page Break
- Odd Page Break

Saving To PDF

- Understanding PDFing
- Acquiring The Add-in
- Saving A Document As PDF
- Viewing A PDF

Text Boxes

- Using Text Boxes
- Typing Into A Text Box
- Positioning A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Applying A Text Box Style

SmartArt

- Understanding SmartArt
- Organisation Chart
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Text Wrapping
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape

Bookmarks

- Creating Bookmarks
- Going To A Bookmark

Deleting Bookmarks

Table Of Contents

Using A Table Of Contents

Navigating

Updating Page Numbers

Updating The Entire Table

Marking A Paragraph

Removing A Table

Changing The Style

Indexing

Marking Index Entries

Using An AutoMark File

Creating An Index

Building Blocks

Building Blocks Organiser

Creating Quick Parts

Saving Building Blocks

Using Quick Parts

AutoText

Creating AutoText

Saving AutoText

Using AutoText

Fields

Information Fields

Showing And Hiding Codes

Using Formula Fields

Converting Fields To Text

Printing Field Codes

Using Format Switches

Useful Field Examples

Interactive Fields

Using FILLIN

Activating Interactive Fields

Inserting ASK

Using REF

Master Documents

A Master Document

Creating Subdocuments

Inserting Subdocuments

Working With

Subdocuments

Why Master Documents Are

Misunderstood

Electronic Forms

Creating A Form

Content Controls

Adding Text Controls

Setting Control Properties

The Date Picker Control

Adding Numeric Controls

Adding Formulas

Adding A Combo Box

Adding A Drop-Down List

Protecting The Form

Using An Electronic Form

Deleting A Content Control

Macros

Setting Macro Security

Saving A Document As

Macro Enabled

Recording A Simple Macro

Running A Macro
Assigning A Macro To The
Toolbar
Keyboard Shortcuts
Editing A Macro
Deleting A Macro
MacroButton Field
Copying A Macro
Tips For Developing Macros

Inserting From Other Sources

Understanding Objects And
Importing
Inserting Text From Another
Document
Pasting An Excel
Worksheet
Linking An Excel Worksheet
Embedding An Excel
Worksheet
Modifying An Embedded
Worksheet