



Microsoft® Office Word 2007: Level 2 (Second Edition)

Course Overview

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 Certified Application Specialist exams for Microsoft Word 2007. Participant will create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007.

Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office Word 2007® 2007: Level 1

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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Microsoft® Office Word 2007: Level 2 (Second Edition) Course Outline

Lesson 1: Managing Lists

- **Topic 1A:** Sort a List
- **Topic 1B:** Renumber a List
- **Topic 1C:** Customize Lists

Lesson 2: Customizing Tables and Charts

- **Topic 2A:** Sort Table Data
- **Topic 2B:** Control Cell Layout
- **Topic 2C:** Perform Calculations in a Table
- **Topic 2D:** Create Charts

Lesson 3: Customizing Formatting with Styles and Themes

- **Topic 3A:** Create or Modify a Text Style
- **Topic 3B:** Create a Custom List or Table Style
- **Topic 3C:** Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

- **Topic 4A:** Resize a Picture
- **Topic 4B:** Adjust Picture Appearance Settings
- **Topic 4C:** Wrap Text Around a Picture

Lesson 5: Creating Customized Graphic Elements

- **Topic 5A:** Create Text Boxes and Pull Quotes
- **Topic 5B:** Draw Shapes
- **Topic 5C:** Add WordArt and Other Special Effects to Text
- **Topic 5D:** Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

- **Topic 6A:** Insert Building Blocks
- **Topic 6B:** Create Building Blocks
- **Topic 6C:** Modify Building Blocks
- **Topic 6D:** Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

- **Topic 7A:** Control Paragraph Flow
- **Topic 7B:** Insert Section Breaks
- **Topic 7C:** Insert Columns
- **Topic 7D:** Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- **Topic 8A:** Create a Document Based on a Template
- **Topic 8B:** Create a Template

Lesson 9: Automating Mail Merges

- **Topic 9A:** Perform a Mail Merge
- **Topic 9B:** Mail Merge Envelopes and Labels
- **Topic 9C:** Use Word to Create a Data Source

Lesson 10: Using Macros to Automate Tasks

- **Topic 10A:** Perform a Task Automatically Using a Macro
- **Topic 10B:** Create a Macro

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