



COMPLETE COMPUTING, INC.

Course 50127A: Learn Microsoft Office Word 2007 Step by Step, Level 2

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge.
- Basic file-management skills.
- Basic knowledge of the Word interface and document creation.

At Course Completion

After completing this course, students will be able to:

- Present information in columns.
- Create a tabular list.
- Present information in a table.
- Format table information.
- Perform calculations in a table.
- Create a diagram.
- Modify a diagram.
- Insert a chart.
- Modify a chart.
- Use existing data in a chart.
- Create fancy text.
- Insert symbols and equations.
- Format the first letter of a paragraph.
- Draw and modify shapes.
- Add headers and footers.
- Change the relationship of elements on the page.
- Use a table to control page layout.



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Course Outline

Module 1: Columns and Tables

This module explains how to divide documents into columns; use tab stops; and create, convert, and format tables.

Lessons

- Presenting Information in Columns
- Creating a Tabular List
- Presenting Information in a Table
- Formatting Table Information
- Performing Calculations in a Table

Lab : Columns and Tables

- Divide a document into columns and format the columns and text.
- Enter text separated by tabs and set custom tab stops.
- Create, convert, and format tables.
- Create a quick table and format table content.
- Calculate information in a table, and copy, link and enter data in an Excel object

After completing this module, students will be able to:

- Flow text in multiple columns.
- Use tabs to simulate tables.
- Create tables and enter and format table information.
- Summarize the information in a table by performing calculations.
- Insert Excel data in a document.

Module 2: Diagrams

This module explains how to create and modify diagrams.

Lessons

- Creating a Diagram
- Modifying a Diagram

Lab : Diagrams

- Create and position a diagram.
- Add shapes and text to a diagram, and change the diagram layout.



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After completing this module, students will be able to:

- Create organization charts, flowcharts, and other business diagrams.
- Update a diagram's information or change its formatting.

Module 3: Charts

This module explains how to create and modify a chart, and use information in Excel in the chart.

Lessons

- Inserting a Chart
- Modifying a Chart
- Using Existing Data in a Chart

Lab : Charts

- Add a chart to a document.
- Modify the appearance of a chart and save it as a template.
- Copy Excel data into a chart's worksheet, and expand the data range to plot all the data.

After completing this module, students will be able to:

- Plot data as a chart.
- Change the chart's elements, and create a template for future charts.
- Use data from an Excel worksheet to plot a chart in Word.

Module 4: Other Visual Elements

This module explains how to enhance documents by dressing up text, how to insert symbols and equations, and draw and modify shapes.

Lessons

- Creating Fancy Text
- Inserting Symbols and Equations
- Formatting the First Letter of a Paragraph
- Drawing and Modifying Shapes

Lab : Other Visual Elements

- Create and modify a WordArt object.
- Insert a graphical icon, and add an equation to the Equation gallery.
- Apply a drop cap.
- Draw and manipulate shapes on a canvas.



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After completing this module, students will be able to:

- Use WordArt objects to dress up text.
- Insert symbols, and build equations.
- Make the first letter of a paragraph stand out.
- Use shapes for emphasis, decoration, or to draw simple pictures.

Module 5: Page Layout

This module explains how to add headers and footers, change the relationship of elements on the page, and use a table to control page layout.

Lessons

- Adding Headers and Footers
- Changing the Relationship of Elements on the Page
- Using a Table to Control Page Layout

Lab : Page Layout

- Add a header and footer to a document, with a different header for the first page.
- Modify the text-wrapping, position, and stacking order of pictures.
- Draw a table, and insert and format nested tables.

After completing this module, students will be able to:

- Repeat information on designated pages of a document.
- Change how elements on a page relate to one another.
- Insert information in the cells of a table to position them precisely on the page.