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Course 50128A: Learn Microsoft Office Word 2007 Step by Step, Level 3

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic to knowledge of the Word interface, document creation and enhancement, and page layout.

At Course Completion

After completing this course, students will be able to:

- Reorganize a document outline.
- Work with templates.
- Find the most appropriate word.
- Research information and translate text.
- Save a file in a different format.
- Create and modify a Web document.
- Create a blog post.
- Create an XML document.
- Send a document directly from Word.
- Track and manage document changes.
- Add and review comments.
- Compare and merge documents.
- Password-protect a document.
- Prevent changes.
- Use document workspaces.
- Create and modify a table of contents.
- Create and modify an index.
- Add bookmarks and cross-references.
- Add hyperlinks.
- Add sources and compile a bibliography.
- Understand mail merge.
- Prepare data for mail merge.
- Prepare a form letter.
- Merge a form letter with its data source
- Send a personalized e-mail message to multiple recipients.
- Create and print labels.
- Change default program options.



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- Make favorite Word commands easily accessible.
- Make commands available with a specific document.
- Create a custom keyboard shortcut.

Course Outline

Module 1: More Text Techniques

This module explains how to structure documents by reorganizing an outline, how to use templates to quickly create formatted documents, and how to use the Thesaurus and other research tools.

Lessons

- Reorganizing a Document Outline
- Working with Templates
- Finding the Most Appropriate Word
- Researching Information and Translating Text

Lab : More Text Techniques

- Promote, demote, and move headings; and collapse the outline in Outline view.
- Create a template, convert a document to a template, and modify a template.
- Use the Thesaurus.
- Research information and translate text into another language.

After completing this module, students will be able to:

- Reorganize a document by using its outline.
- Create and use templates.
- Find synonyms.
- Look up information and translate words and phrases.

Module 2: Documents for Use Outside of Word

This module explains how to save files in different formats, work with Web documents, publish blog posts, and create XML documents.

Lessons

- Saving a File in a Different Format
- Creating and Modifying a Web Document
- Creating a Blog Post
- Creating an XML Document



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Lab : Documents for Use Outside of Word

- Save a document as a Web page, and modify the page in Word.
- Set up a blog, and publish a blog post to your blog.
- Save a document in XML format, attach a schema, tag elements, and save the file as an XML file.

After completing this module, students will be able to:

- Determine the most appropriate format in which to save a file.
- Save documents as Web pages.
- Contribute to a blog from within Word.
- Save documents in XML format.

Module 3: Collaborative Documents

This module explains how to collaborate with others on a document, protect a document from unwanted changes, and use document workspaces.

Lessons

- Sending a Document Directly from Word
- Tracking and Managing Document Changes
- Adding and Reviewing Comments
- Comparing and Merging Documents
- Password-Protecting a Document
- Preventing Changes
- Using Document Workspaces

Lab : Collaborative Documents

- Attach documents to an e-mail message.
- Track changes in a document, and accept and reject changes.
- Show, review, add, delete, and hide comments.
- Merge versions of a document and evaluate the differences.
- Set a password and test the document's security.
- Impose editing and formatting restrictions.
- Publish a document to a workspace, and work with the Document Management task pane.

After completing this module, students will be able to:

- Send a document via e-mail from within Word.
- Keep track of who changed what in a document.
- Use comments to annotate a document without disturbing its text.
- Compare and merge different versions of the same document.



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- Control access to a document by assigning a password.
- Control who can change what in a document.
- Collaborate in a document workspace.

Module 4: Reference Tools for Longer Documents

This module explains how to create reference tools that help readers find information in longer documents.

Lessons

- Creating and Modifying a Table of Contents
- Creating and Modifying an Index
- Adding Bookmarks and Cross-References
- Adding Hyperlinks
- Adding Sources and Compiling a Bibliography

Lab : Reference Tools for Longer Documents

- Create, modify, and update a table of contents.
- Mark index entries; and create, format, edit, and update an index.
- Insert a bookmark; and create, edit, and update a cross-reference.
- Insert, test, and modify a hyperlink.
- Enter sources, insert citations, compile a bibliography, and change its format.

After completing this module, students will be able to:

- Insert a table of contents and keep it up to date.
- Insert index entries and compile an index.
- Add bookmarks, cross-references, and hyperlinks.
- Maintain a list of source and compile a bibliography.

Module 5: Mail Merge

This module explains the processes involved in the mail merge feature of Word 2007.

Lessons

- Understanding Mail Merge
- Preparing Data for Mail Merge
- Preparing a Form Letter
- Merging a Form Letter with Its Data Source
- Sending a Personalized E-Mail Message to Multiple Recipients
- Creating and Printing Labels



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Lab : Mail Merge

- Select a data source, add a record, and sort and filter recipients.
- Modify a form letter.
- Preview merged letters, and merge letters for selected recipients into a new document.
- Create an address list, add a custom greeting line, and merge form messages.
- Create and print mailing labels.

After completing this module, students will be able to:

- Select or create data sources that are suitable for mail merge.
- Insert mail merge files in form documents.
- Create printed merge documents or save them in a file.
- Send form e-mail messages with personalized information.
- Create and print labels for many different purposes.

Module 6: Custom Word

This module explains how to customize Word 2007 to best fit your needs

Lessons

- Changing Default Program Options
- Making Favorite Word Commands Easily Accessible
- Making Commands Available with a Specific Document
- Creating a Custom Keyboard Shortcut

Lab : Custom Word

- Explore options in the Word Options window.
- Add a button to the Quick Access Toolbar.
- Add and remove a button from a document-specific Quick Access Toolbar.
- Assign keyboard shortcuts to commands.

After completing this module, students will be able to:

- Tailor the Word program to meet their needs.
- Add buttons to the Quick Access Toolbar for all documents or for a specific document.
- Create keyboard shortcuts for commands that don't already have them.