

# Microsoft Office Word 2007: Level 2

**Objectives:** You will add complexity to Microsoft Office Word 2007 documents and create personalized efficiency tools in Microsoft Word 2007.

**Designed for:** 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.

**Pre-requisites:** Learners 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. Learners can obtain this level of skill by taking the following Element K course: Word 2007: Level 1

## 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
- Create a Macro

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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