

## WORD LEVEL 2

### Everyday Tasks Made Easier

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#### **Synopsis:**

This module covers the features of Word designed to make your everyday tasks easier. These include inserting dates, symbols, special characters and predefined text, autoformatting, borders and shading, and various kinds of graphics. It also looks at working with tables.

#### **Prerequisites:**

Word 2007 - Lvl 1

#### **Objectives:**

- Insert dates and symbols
- Use Quick Parts
- Work with AutoFormat
- Work with tables
- Edit a table
- Apply borders and shading
- Work with drawing objects
- Insert graphics
- Use SmartArt
- Use charts and diagrams

#### **This module includes:**

##### **Inserting Dates and Symbols**

- Inserting the Date and Time
- Inserting Symbols
- Inserting Special Characters

##### **Using Quick Parts**

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

##### **Working with AutoFormat**

- Using AutoFormat as You Type
- Changing AutoFormat Options

##### **Working with Tables**

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table Button
- Converting Existing Text into a Table
- Inserting Quick Tables

##### **Editing a Table**

- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading

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#### **Applying Borders and Shading**

- Using Borders and Shading
- Adding Borders and Shading to Text
- Adding a Border to a Page
- Adding a Border to a Table
- Removing a Border from a Table
- Adding and Removing Shading

#### **Working with Drawing Objects**

- Creating a Drawing Object
- Selecting Filled and Unfilled Objects
- Moving an Object
- Using the Drawing Canvas
- Drawing Without the Drawing Canvas
- Drawing a Line
- Changing and Removing the Fill Color
- Formatting Lines
- Resizing an Object
- Adding a 3-D Effect
- Layering Text and Objects
- Deleting an Object

#### **Inserting Graphics**

- Inserting Clip Art
- Inserting a Picture
- Formatting Pictures
- Creating WordArt Objects
- Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

#### **Using SmartArt**

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style

#### **Using Charts and Diagrams**

- Creating a Chart
- Editing Chart Data
- Adding a Chart Title
- Changing the Chart Type
- Copying a Chart from Excel

## Word Helpers

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### Synopsis:

This module provides information on other ways Word can help you, such as autocorrecting, finding and replacing text, and research options such as the Thesaurus. It also covers how to use templates, use the Outline view, work with HTML files and with revisions and comments. Finally it deals with file management.

### Prerequisites:

Word 2007 – Lvl 1

### Objectives:

- Use Autocorrect
- Use find and replace
- Explore the Research task pane
- Use templates
- Use newsletter-style columns
- Use Outline view
- Use Word HTML features
- Work with revisions and comments
- Manage files

### This module includes:

#### Using Autocorrect

- Setting Autocorrect Options
- Using AutoCorrect Options Button
- Creating AutoCorrect Exceptions
- Creating an AutoCorrect Entry
- Creating a formatted AutoCorrect entry
- Deleting an AutoCorrect entry

#### Using Find and Replace

- Using Find
- Using Find Options
- Finding Special Characters
- Finding a Format
- Using Replace

#### Exploring the Research Task Pane

- Opening the Research Task Pane
- Adding Research Services
- Using the Thesaurus to Look up Synonyms
- Using the Thesaurus to Look up Antonyms
- Translating Text
- Searching for Information

#### Using Templates

- Selecting an Existing Template
- Creating a Template
- Customizing a Template
- Deleting a Template

#### Using Newsletter-style columns

- Creating Newsletter-style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width and Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length

# MICROSOFT OFFICE 2007 COURSE OUTLINE

## Word Helpers

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### **Using Outline View**

- Creating an Outline
- Working in outline View
- Collapsing/Expanding Outline Headings
- Displaying Outline Heading Levels
- Moving an Outline Heading or Body Text
- Numbering the Outline Levels
- Displaying/Hiding Outline Text formats

### **Using Word HTML Features**

- Saving files in the HTML File Format
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Updating a Link
- Browsing Linked Pages and Locations
- Editing a Hyperlink
- Modifying HTML Files

### **Working with Revisions and Comments**

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Inserting Comments
- Managing Comments
- Viewing and Navigating Comments
- Enabling Balloons Options
- Selecting Options for Show Markup
- Displaying the Reviewing Pane
- Comparing Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup

### **Managing Files**

- Selecting File Views
- Sorting Word Files
- Using the My Places Bar
- Assigning a Password
- Removing a Password
- Using Digital Signatures
- Managing Document Recovery