



Approved Courseware

Microsoft® Office Word 2007

Courseware #: 3130

Exam 77-601

Course Description

Microsoft® Office Word 2007 teaches the new information worker how to work with different types of documents using a variety of features to create, modify and format common business reports such as letters, reports, forms, and newsletters. This course is designed for those people who require the skills necessary to use a word processing program on a daily basis in a business environment.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Certified Application Specialist Exam #77-601.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Word 2007* will benefit from taking this course.

Microsoft® Office Word 2007

Course Objectives

After completing this course, you will be able to:

- ↻ recognize and identify how Word handles simple and intermediate word processing features
 - ↻ create, edit, save, open, and close documents
 - ↻ select text for further action such as formatting, deleting, copying, pasting, etc.
 - ↻ change the view mode for specific types of editing tasks
 - ↻ apply character and paragraph formatting options
 - ↻ set tabs and indents for columnar types of information such as financial reports
 - ↻ change the margins, paper size or orientation for a document
 - ↻ control the text flow using appropriate page breaks
 - ↻ use headers and footers in a document
 - ↻ find and replace information in a document
 - ↻ preview and print documents
 - ↻ create, edit, and print envelopes or labels
 - ↻ use styles to consistently format text in documents
 - ↻ use the Format Painter
 - ↻ add and modify columns of text in a document
 - ↻ apply different types of backgrounds to a document
 - ↻ insert, modify and format clip art images, pictures, and shapes
 - ↻ insert, modify and format SmartArt diagrams and text boxes
 - ↻ create, edit, and format tables
 - ↻ customize options in Word
 - ↻ work with templates
 - ↻ build content for use in other documents
 - ↻ understand what mail merge means
 - ↻ merge documents using new or existing main documents and data sources
 - ↻ sort lists or table contents
 - ↻ create outlines and work with multi-level lists
 - ↻ compare or combine documents
 - ↻ insert, modify, or delete comments
 - ↻ track revisions in a document made by one or more people
 - ↻ accept or reject changes made in a document
 - ↻ manage passwords or restrict types of access on a document
 - ↻ reference research sources in a document
 - ↻ insert, modify, or delete footnotes and endnotes
 - ↻ generate a table of contents or index in a document
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Microsoft® Office Word 2007

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Word

Lesson Objectives
An Overview
Looking at the Screen
Working with Text
Working with Documents
Lesson Summary
Review Questions

Lesson 2: Manipulating Text

Lesson Objectives
Changing the View
Adjusting the Zoom
Splitting Windows
Selecting Text
Editing Text
Lesson Summary
Review Questions

Lesson 3: Formatting Content

Lesson Objectives
Formatting Characters
Formatting Paragraphs
Organizing List Information
Using Spacing
Lesson Summary
Review Questions

Lesson 4: Working with Tabs

Lesson Objectives
Setting Tab Stops
Lesson Summary
Review Questions

Lesson 5: Formatting Documents

Lesson Objectives
Setting Up the Document
Controlling Text Flow
Working with Section Breaks
Using Headers and Footers
Lesson Summary
Review Questions

Lesson 6: Getting Ready to Print

Lesson Objectives
Proofing Your Document
Searching for Information
Preparing to Print
Lesson Summary
Review Questions

Lesson 7: Using Publishing Tools

Lesson Objectives
What are Publishing Format Tools?
Formatting with Styles
Using the Format Painter
Working with Columns
Working with Document Backgrounds
Lesson Summary
Review Questions

Lesson 8: Working with Illustrations

Lesson Objectives
What are Illustrations?
Working with Shape Objects
Lesson Summary
Review Questions

Lesson 9: Working with Text and SmartArt

Lesson Objectives
Using Other Types of Text
Using SmartArt
Lesson Summary
Review Questions

Lesson 10: Using Tables

Lesson Objectives
Working with Tables
Inserting a Table
Manipulating Items
Formatting the Table
Working with Formulas
Lesson Summary
Review Questions

Lesson 11: Customizing Word Items

Lesson Objectives
Changing Word Options
Working with Templates
Using Themes
Lesson Summary
Review Questions

Lesson 12: Building Content

Lesson Objectives
Understanding Building Blocks
Using the Building Blocks Organizer
Lesson Summary
Review Questions

Lesson 13: Merging Documents

Lesson Objectives
Merging and Mailings
Merging to Envelopes or Labels
Lesson Summary
Review Questions

Lesson 14: Organizing Information

Lesson Objectives
Sorting Lists
Creating Outlines
Lesson Summary
Review Questions

Lesson 15: Sharing Documents

Lesson Objectives
Reviewing Documents
Protecting Documents
Using Digital Signatures
Lesson Summary
Review Questions

Lesson 16: Working with References

Lesson Objectives
Referencing Information Sources
Navigating with References
Creating an Index
Creating a Table of Contents
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of the Basics
Appendix B: Apply Your Skills Exercises
Appendix C: Answers to Review Questions
Appendix D: Microsoft Office Word 2007 Exam Objectives
Appendix E: Glossary of Terms
Appendix F: Index
