

MCAS Word 2007

Upon successful completion of this course, students will be able to work with Word 2007 effectively and will be able to create, edit, format documents and add tables and graphic elements to documents.

Creating a Basic Document
Explore the User Interface
Open and View a Document
Customize the Word Environment
Obtain Help
Enter Text
Save a Document
Preview and Print a Document

Editing a Document
Navigate and Select Text in a Document
Insert, Delete, or Rearrange Text
Undo Changes
Search and Replace Text

Formatting Text
Change Font Appearance
Highlight Text

Formatting Paragraphs
Set Tabs to Align Text
Control Paragraph Layout
Add Borders and Shading
Apply Styles
Create Lists
Manage Formatting

Adding Tables
Create a Table
Modify the Table Structure
Format a Table
Convert Text to a Table or Tables to Text

Inserting Graphic Objects
Add Visual Effects Using Symbols and Special Characters
Insert Illustrations

Controlling Page Appearance
Control Page Layout
Apply a Page Border and Color
Add Watermarks
Add Headers and Footers

Proofing a Document
Check Spelling, Grammar and Word Count
Enhance Textual Meaning Using the Thesaurus
Customize AutoCorrect Options

Managing Lists
Sort a List
Renummer 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

Using Microsoft® Office Word 2007 with Other Programs
Link to a Microsoft® Office Excel® 2007 Worksheet
Link a Chart to Excel Data
Send a Document Outline to Microsoft® Office PowerPoint®
Extract Text from a Fax
Send a Document as an Email Message

Collaborating on Documents
Modify User Information
Send a Document for Review
Review a Document
Compare Document Changes
Merge Document Changes
Review Track Changes and Comments

Managing Document Versions
Create a New Version of a Document
Compare Document Versions
Merge Document Versions

Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

- Making Long Documents Easier to Use
- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Automatically Summarize a Document

- Securing a Document
- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access