

# Word 2007 Master

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