

MOS Word 2007 Core

Course Aims

The course empowers the trainee to demonstrate the ability to use a word processing application on a personal computer. He or she will understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The trainee will be able to demonstrate competence in using some of the more intermediate features associated with word processing applications such as creating standard tables, using pictures and images within a document and importing objects.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of Windows / Microsoft Word 97 to 2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Basic Document Skills

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-and-Drop Editing
- Using Undo and Redo
- Labs - Using Basic Document Skills

Module 2. Using Character Formatting

- Formatting Characters
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Highlighting Text
- Copying Character Formatting
- Changing Character Case
- Labs - Using Character Formatting

Module 3. Using Find and Replace

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

Module 4. Using Paragraph Formatting

- Formatting Paragraphs
- Aligning Paragraphs
- Modifying Paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats
- Labs - Using Paragraph Formatting

Module 5. Using Styles

- Using the Quick Styles Gallery
- Using Style Inspector

- Managing Styles
- Applying Styles
- Creating a Style
- Adding a Style to the Quick Styles Gallery
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style
- Labs - Using Styles

Module 6. Formatting with Document Themes

- Selecting a Theme
- Creating New Theme Colors
- Creating New Theme Fonts
- Changing Theme Effects
- Labs - Formatting with Document Themes

Module 7. Working with Lists

- Customizing Numbered/Bulleted Lists
- Bulleting/Numbering a Multilevel List
- Creating a New List Style
- Sorting a List Alphabetically
- Labs - Working with Lists

Module 8. Using Quick Parts

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

Module 9. Working with Drawing Objects

- Creating a Drawing Object
- Selecting Filled and Unfilled Objects
- Resizing an Object
- Adding a 3-D Effect
- Layering Text and Objects
- Deleting an Object
- Labs - Working with Drawing Objects

Module 10. Inserting Graphics

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

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Module 11. Using SmartArt

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

Module 12. 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
- Labs - Using Newsletter-style Columns

Module 13. Working with Tables

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Merging Cells
- Splitting Cells
- Inserting a Blank Line
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table Feature
- Converting Existing Text into a Table
- Inserting Quick Tables
- Designing a Table to be Sorted
- Sorting a Table Alphabetically
- Labs - Working with Tables

Module 14. Working with Comments and Revisions

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

Module 15. Using Document Formatting

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment
- Labs - Using Document Formatting

Module 16. Working with Headers and Footers

- Creating Headers/Footers using the Galleries
- Inserting Page Numbers using the Gallery
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd and Even Headers/Footers
- Setting the Starting Page Number
- Labs - Working with Headers and Footers

Module 17. Creating a Table of Contents

- Using a Table of Contents
- Generating a Table of Contents
- Removing a Table of Contents
- Updating a Table of Contents
- Labs - Creating a Table of Contents

Module 18. Creating Captions

- Inserting a Caption
- Inserting a Table of Figures
- Updating a Table of Figures
- Inserting a Cross-reference
- Labs - Creating Captions

Module 19. Working with Mail Merge

- Working with Mail Merge
- Attaching Data Source
- Applying Mail Field into a Document
- Merging to a New Document
- Labs – Working with Mail Merge

Module 20. Changing Default Options

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting Word Options
- Modifying Default File Locations
- Marking a Document as Final
- Inspecting a Document for Hidden Metadata
- Customizing the Quick Access Toolbar
- Labs – Changing Default Options

Module 21. Protecting a Document

- Opening the Protect Document Button
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions
- Attach Digital Signatures
- Labs - Protecting a Document