



## Using Microsoft® Office Word 2007- Course Outline

### 1. Formatting Documents

#### 1.1. Create and format documents.

- 1.1.1. Work with templates.
  - Create a document from a template.
  - Create a template from a document.
- 1.1.2. Apply Quick Styles to documents.
- 1.1.3. Format documents by using themes.
  - Apply a theme.
  - Set a theme as default.
  - Restore a template theme.
- 1.1.4. Customize a theme.
  - Change theme effects.
  - Change theme fonts.
  - Change theme colors.
- 1.1.5. Format document backgrounds.
  - Create watermarks.
  - Apply page color.
  - Add page borders.
- 1.1.6. Insert a blank page or cover page.

#### 1.2. Lay out a document.

- 1.2.1. Format the page.
  - Change orientation.
  - Change paper size.
  - Change margins.
  - Add page numbers.
- 1.2.2. Create and modify headers and footers.
  - Add automatic date and time stamps.
  - Modify automatic date and time stamps.
  - Create a different first page.
  - Apply styles to headers and footers.
  - Add or modify page numbers in headers and footers.



1.2.3. Set and clear tabs.

- Set tabs with leaders.
- Clear one tab.
- Clear all tabs.

1.2.4. Create and format columns.

- Select the number of columns.
- Format column width and spacing.

**1.3. Create and modify document indexes and document tables.**

1.3.1. Create a table of contents.

1.3.2. Update a table of contents.

- Update a table of contents with selected text.
- Add text to a table of contents.
- Change the format of a table of contents.

1.3.3. Create a table of figures.

1.3.4. Mark an entry for an index.

**1.4. Personalize Word.**

1.4.1. Customize Word options.

- Customize AutoCorrect options.
- Customize the Quick Access Toolbar.
- Set a default save location.
- Disable open e-mail attachments in reading mode.
- Personalize user name and initials.

1.4.2. Add keywords to document properties.

- Properties from View tab must be tested.

1.4.3. Change research options.

NOTE: Verify which options will appear in all localized versions.

## **2. Formatting Content**

**2.1. Format text and paragraphs.**

2.1.1. Apply styles.

- Find all text in one style and change to another style.
- Use Format Painter.



- Format headings.
- Format body text.
- 2.1.2. Modify styles.
  - Change font.
  - Create a new style based on an existing style.
  - Reveal style formatting.
- 2.1.3. Format fonts.
  - Change the font.
  - Change the font color.
  - Change the font size.
  - Change the font case.
  - Clear formatting.
  - Highlight text.
- 2.1.4. Format paragraphs.
  - Change line spacing.
  - Change paragraph spacing.
  - Change alignment.
  - Change indentation.
  - Format quoted material.

## **2.2. Manipulate text.**

- 2.2.1. Cut, copy, paste, and move text.
  - Cut or copy and paste.
  - Move text.
  - Paste special.
  - Use the Clipboard
  
  - Paste all.
  - Paste one.
- 2.2.2. Find and replace text.
  - Replace text.
  - Replace all.
  - Search and highlight specific text.

## **2.3. Control text flow.**

- Insert and delete page breaks.



- Keep paragraphs together.
- Keep paragraph with next.

## **2.4. Merge documents and data sources.**

### **2.4.1. Create merged documents.**

- Select document type.
- Insert name and address block.

### **2.4.2. Merge data into form letters.**

- Select specific recipients to be merged.
- Edit recipient lists.

### **2.4.3. Create envelopes and labels.**

- Create envelopes from list.
- Create labels from list.
- Create a single envelope or label.

## **2.5. Insert sections.**

- Insert section breaks.
- Modify the header and footer for a section.
- Change orientation for sections.

## **3. Working with Visual Content**

### **3.1. Insert illustrations.**

- 3.1.1. Insert a SmartArt graphic.
- 3.1.2. Insert pictures from files and clip art.
- 3.1.3. Insert shapes.

### **3.2. Format illustrations.**

- 3.2.1. Format text wrapping.
- 3.2.2. Format by sizing, scaling, and rotating.
- 3.2.3. Apply Quick Styles.
- 3.2.4. Control contrast, brightness, and coloration.



- 3.2.5. Add text to SmartArt graphics and shapes.
- 3.2.6. Compress pictures.

### **3.3. Format text graphically.**

- 3.3.1. Use WordArt.
- 3.3.2. Use Pull Quotes.
- 3.3.3. Use drop caps.

### **3.4. Create and use text boxes to lay out text.**

- 3.4.1. Create text boxes.
- 3.4.2. Format text boxes.
- 3.4.3. Link text boxes.

## **4. Organizing Content**

### **4.1. Structure content by using Quick Parts.**

- 4.1.1. Insert building blocks in a document.
  - Insert a sidebar by using the Building Blocks Organizer.
  - Edit the properties of a building block element.
  - Sort building blocks by name, gallery, or category.
- 4.1.2. Save frequently used data as building blocks.
  - Save company name or logo as a building block.
  - Save company contact information as a building block.
  - Modify and save a building block with the same name.
- 4.1.3. Insert formatted headers and footers from Quick Parts.
  - Insert a header from Quick Parts and edit the document title.
- 4.1.4. Insert fields from Quick Parts.

### **4.2. Use tables and lists to organize content.**

- 4.2.1. Create tables and lists.
  - Convert text to tables.
  - Convert text to lists.
  - Convert tables to text.
- 4.2.2. Sort content in tables and lists.
  - Sort table contents.
  - Sort list items.



#### 4.2.3. Modify list formats.

- Change numbering options.
- Change bullet options.
- Promote and demote list items.

### 4.3. Modify table formats.

#### 4.3.1. Apply Quick Styles to tables.

#### 4.3.2. Modify table properties.

- Insert and delete rows and columns.
- Apply borders and shading.

#### 4.3.3. Merge and split table cells.

#### 4.3.4. Perform calculations in tables.

#### 4.3.5. Change the position and direction of cell contents.

### 4.4. Insert document navigation tools.

- Insert bookmarks.
- Insert hyperlinks.

### 4.5. Insert and format references and captions.

#### 4.5.1. Create and modify sources.

#### 4.5.2. Insert citations and captions.

#### 4.5.3. Insert and modify bibliographies.

#### 4.5.4. Select reference styles.

- Choose MLA, APA, or Chicago Manual of Style.

## 5. Reviewing Documents

### 5.1. Navigate documents.

#### 5.1.1. Move around in a document quickly by using the Find, Go To, and Replace commands.

#### 5.1.2. Change window views.

- Arrange all.
- Split screen.
- Change zoom options.

#### 5.1.3. Use the Document Map.

### 5.2. Compare and merge document versions.



- 5.2.1. Compare document versions.
  - Manage multiple documents simultaneously.
- 5.2.2. Merge document versions.
  - Merge into new document.
  - Merge into existing document.
- 5.2.3. Combine revisions from multiple authors.

### **5.3. Manage track changes.**

- 5.3.1. Review a document that contains tracked changes.
  - Enable and disable track changes.
  - View tracked changes by reviewer.
  - Accept and reject changes.
- 5.3.2. Change tracking options.
  - Set reviewer options.
  - Set balloon options.
  - Modify insertion and deletion.
  - Track formatting changes.
  - Track moves.

### **5.4. Manage comments in a document.**

- 5.4.1. Insert, view, modify, and delete comments.
- 5.4.2. View comments by reviewer.

## **6. Sharing and Securing Content**

### **6.1. Prepare documents for sharing.**

- 6.1.1. Save to appropriate formats.
  - Save as a .doc, .docx, .xps, .docm, .dotx, or .pdf file.
  - Change default file format.
- 6.1.2. Ascertain which document features are not supported by previous versions
  - (NOTE: use compatibility checker).
- 6.1.3. Remove inappropriate or private information by using Document Inspector.
  - Remove hidden text.
  - Remove annotations.
  - Choose from the long list of inappropriate or private information.



## **6.2. Control document access.**

- 6.2.1. Restrict permissions to a document.
- 6.2.2. Mark a document as final.
- 6.2.3. Set a password.
- 6.2.4. Protect a document.
  - Set formatting restrictions.
  - Set editing restrictions.

## **6.3. Attach digital signatures to documents.**

- 6.3.1. Authenticate a document by using a digital signature.
- 6.3.2. Insert a line for a digital signature.