

Word 2007 - Level 2

Course Outline

The features of Word designed to make your everyday tasks easier are covered in Word 2007, Level 2. These include inserting dates, symbols, special characters and predefined text, autoformatting, borders and shading, and various kinds of graphics. It also looks at working with tables.

The course also provides information on other ways Word can help you, such as autocorrecting, finding and replacing text, and research options such as the Thesaurus. It also covers how to use templates, use the Outline view, work with HTML files and with revisions and comments. Finally it deals with file management.

Prerequisites:

Word 2007 – Level 1

Objectives:

- Insert dates and symbols
- Use Quick Parts
- Work with AutoFormat
- Work with tables
- Edit a table
- Apply borders and shading
- Work with drawing objects
- Insert graphics
- Use SmartArt
- Use charts and diagrams
- Use Autocorrect
- Use find and replace
- Explore the Research task pane
- Use templates
- Use newsletter-style columns
- Use Outline view
- Use Word HTML features
- Work with revisions and comments
- Manage files