



Course: Microsoft Office Word 2007 Level 2 & 3

Overview: In Microsoft Office Word 2007 Level 2, students will create complex documents in Word 2007 by adding components such as customized lists, tables, charts, and graphics. They will also create personalized Word 2007 efficiency tools. In Level 3, students will learn how to use Word to create, manage, revise, and distribute long documents, forms.

Who Should Attend: These courses were designed for persons who can create and modify standard business documents in Microsoft Office Word 2007, and who need to learn how to use Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Word 2007.

At Course Completion: Upon successful completion of these courses, students will be able to:

Level 2

- manage lists
- customize tables and charts
- present a professional appearance to your documents by customizing formatting
- customize styles for document elements
- modify pictures in a document
- create customized graphic elements
- structure content using Quick Parts
- control text flow
- automate common tasks
- automate document creation
- perform mail merges

Level 3

- use Microsoft Office Word 2007 with other programs
- collaborate on documents
- manage document versions
- add reference marks and notes
- make long documents easier to use
- secure a document
- creating forms
- use XML in Word

Course Outline:

Level 2

- Lesson 1 - Managing Lists
- Lesson 2 - Customizing Tables and Charts
- Lesson 3 - Customizing Character and Paragraph Formats
- Lesson 4 - Customizing Styles for Document Elements
- Lesson 5 - Modifying Pictures
- Lesson 6 - Creating Customized Graphic Elements
- Lesson 7 - Structuring Content Using Quick Parts
- Lesson 8 - Controlling Text Flow
- Lesson 9 - Automating Tasks
- Lesson 10 - Automating Document Creation
- Lesson 11 - Automating Mail Merges

Level 3

- Lesson 1 - Using Microsoft Office Word 2007 with Other Programs
- Lesson 2 - Collaborating on Documents
- Lesson 3 - Managing Document Versions
- Lesson 4 - Adding Reference Marks and Notes
- Lesson 5 - Making Long Documents Easier to Use
- Lesson 6 - Securing a Document
- Lesson 7 - Creating Forms
- Lesson 8 - Using XML in Word

Course Materials: Online resources included:
e-Learning Tutorial, e-Courseware, Exercise Files, Post-class Assessment

Duration: 6 hours per level

Schedule: 18:45pm – 21:45pm on every Tuesday and Thursday
Please call for details

Venue: Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

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