

# Simply a Better Way to Learn!



W O R D P R O C E S S I N G S K I L L S

## Microsoft Word 2007 – Level 2

### Course Introduction

The Word 2007 – Level 2 course teaches students intermediate- to advanced-level concepts and features of the Microsoft Word 2007 application.

In this course, students learn to customize Word and build upon the basic skills learned in the Word 2007 – Level 1 course. They learn how to increase their productivity and enhance their documents using some of Microsoft Word's intermediate to advanced level features. They will be given ample opportunity to explore and practice these techniques throughout the course.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the Word skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and enforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the final exam.

### Course Prerequisite(s)

Microsoft Word 2007 – Level 1 course.

### Course Aim

To provide an understanding of Word that goes beyond the basics, in order to create and manage documents.

### Of Interest to

Those interested in the most up-to-date office word processing environment.

### Course Breakdown

#### Lesson 1:

Using SmartArt; Using WordArt

#### Lesson 2:

Working with Pictures; Working with Clip Art; Working with Text Boxes and Shapes

#### Lesson 3:

Understanding Section Breaks; Working with Sections

#### Lesson 4:

Creating a Table of Contents (TOC); Creating an Index

#### Lesson 5:

Working with Quick Styles; Using Installed Templates; Creating a Custom Template

#### Lesson 6:

Modifying Document Properties; Creating Custom Themes; Customizing the Quick Access Toolbar; Customizing the Microsoft Word Environment

#### Lab Exercise

### Course Notes

Course manual provided for on-going reference.

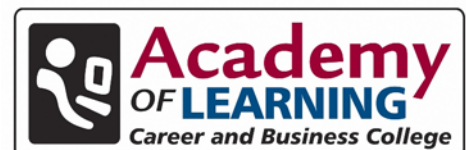
There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

### Next Level

Microsoft Word 2007 – Level 3 (WRD07M3)

### Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



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