

# 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 3

### Course Introduction

The Microsoft Word 2007 – Level 3 course teaches students advanced-level concepts and features of the Microsoft Word 2007 application.

In this course, students learn to use mail merge, and work with fields, macros, large documents, and forms. They learn to merge form letters, emails, envelopes, and labels using a data source. Students work with fields and macros, and learn to use features that facilitate working with large documents, including generating an index, table of contents, and tables of figures and authorities. They also learn to create forms using form fields such as drop-down lists and check boxes.

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 of the six lessons 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 & 2 courses.

### Course Aim

To provide an understanding of Microsoft Word, in order to create and manage documents at an advanced level.

### Of Interest to

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

### Course Breakdown

#### Lesson 1:

Understanding the Mail Merge Process; Setting Up the Main Document; Previewing and Completing the Merge; Merging Envelopes; Merging Labels

#### Lesson 2:

Protecting a Document; Sharing a Document with Others

#### Lesson 3:

Reviewing Documents; Comparing and Combining Document Versions

#### Lesson 4:

Using Citations and Sources; Creating a Bibliography; Creating Cross-References

#### Lesson 5:

Using Bookmarks; Using Footnotes, Endnotes, and Captions; Creating a Table of Figures and Table of Authorities

#### Lesson 6:

Creating an Electronic Form; Creating a Printed Form

#### Lab Exercise

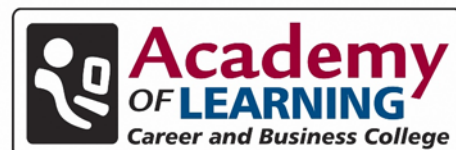
### Course Notes

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.

### Method of Delivery

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



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