

# Word 2007/2010 Level 3

<b>Audience</b>	This course is appropriate for those who are experienced Word users. Students should know how to enter, edit, select, move, and copy text, create and edit text in columns using tables, set page margins and page breaks, apply and format styles, and insert headers/footers.
<b>Description</b>	This course uses a combination of lecture, hands-on practice, and independent exercises to introduce students to some of the advanced features of Word. The skills needed to create long documents including a table of contents and index are learned. Reviewing and editing documents with a group, inserting and modifying graphics, using tables to layout text, and creating and working with macros are also covered.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Create and modify a table of contents and index</li><li>■ Create bookmarks, cross-references, footnotes, and endnotes</li><li>■ Track changes and set track changes options</li><li>■ Review and edit a document with tracked changes</li><li>■ Compare and combine documents</li><li>■ Protect a document from opening, formatting, and/or editing</li><li>■ Insert pictures and clip art into a document</li><li>■ Adjust a graphic's size and position</li><li>■ Insert and modify SmartArt and shapes</li><li>■ Format, move, copy, and caption graphics</li><li>■ Merge and split cells and split tables</li><li>■ Create table headings and captions</li><li>■ Apply and create a table style</li><li>■ Insert a Quick Table and save it to the gallery</li><li>■ Convert text to tables and tables to text</li><li>■ Sort data in a table</li><li>■ Create decimal tabs in cells</li><li>■ Understand what a macro is</li><li>■ Run and record a macro</li><li>■ Assign shortcut keys to a macro</li><li>■ Add a macro button to the Quick Access toolbar</li><li>■ Manage macros</li><li>■ Edit macros</li></ul>
<b>Length</b>	1 day



**Beyond This Level** When you have successfully completed this class, the next classes you should consider are Mail Merge, Forms, and Word Programming with VBA. Consider how you will be using Word to determine which class to take next. Mail Merge students learn to use a data source to create personalized letters. The Forms class teaches how to use form fields and includes a review of advanced tables. VBA Programming consists of an introduction to VBA, objects, and the Word object model, VBA code, forms, procedures, functions, control structures, and debugging techniques.

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**I. Working with Long Documents**

- A. Creating a Table of Contents
- B. Updating a Table of Contents
- C. Creating a Bookmark
- D. Working with Hyperlinks
- E. Inserting a Cross-reference
- F. Generating an Index
- G. Creating Footnotes and Endnotes
- H. (Optional) Creating a Bibliography
- I. (Optional) Creating a Table of Authorities

**II. Workgroup Editing**

- A. Inserting Comments
- B. Recording Document Changes
- C. Setting Track Changes Options
- D. Reviewing and Editing Changes
- E. Comparing and Combining Documents
- F. Viewing Documents Side by Side
- G. Restricting Formatting and Editing

**III. Working with Graphical Elements**

- A. Why Use Graphics?
- B. Inserting a Picture
- C. Inserting Clip Art
- D. Selecting and Modifying Graphics
- E. Drawing and Positioning Shapes
- F. Formatting Graphics

- G. Moving and Copying Graphics
- H. Adding and Modifying SmartArt
- I. Creating a Caption
- J. Inserting Microsoft WordArt
- K. Creating another Office 2007 Object (Optional)

**IV. Advanced Table Techniques**

- A. Modifying the Table Layout
- B. Creating Headings and Captions
- C. Positioning Tables
- D. Applying a Table Style – Review
- E. Creating a New Table Style
- F. Inserting a Quick Table
- G. Adding a Quick Table to the Gallery
- H. Converting Text and Tables
- I. Sorting Data in a Table
- J. Creating Decimal Tabs in Table Cells
- K. Calculating Numbers in Tables (Optional)

**V. Creating and Using Macros**

- A. What is a Macro?
- B. Recording and Running a Macro
- C. Assigning a Macro Shortcut
- D. Managing Macros
- E. Editing a Macro