

Word 2007 Level 2

1-day course
Course Code: W172

Who should attend? This course is intended for participants who are familiar with Microsoft Office Word 2007.

Prerequisites Microsoft Office Word 2007 - Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Create and modify tables to organize data and enhance appearance
- Use the Mail Merge task pane with different data sources and main documents to create form letters, envelopes, and mailing labels
- Use styles to create consistently formatted documents and to facilitate changing paragraph and character formatting
- Use Quick Parts to reuse data and content and create
- Use existing templates to provide consistent document editing and formatting, and create custom form templates

Course Content

Creating and Managing Tables
Creating Tables; Modifying and Formatting Tables

Using Mail Merge
Mail Merge Overview; Form Letters; Data Sources; Envelopes; Mailing Labels

Managing Styles
Styles Overview; Applying Styles; Modifying Styles; Creating Styles; Copying Styles

Reusing Data and Content
Quick Parts Overview; Working with Document Properties; Working with Building Blocks

Working with Templates and Forms
Using Templates; Creating Templates; Working with Forms
