

Upgrading to Microsoft Office Word 2007

IN BRIEF

Delivery: Instructor Led

Duration: 2 days

Class size: 10 Students Max.

Inclusions: Microsoft Word 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for new Microsoft Word 2007 users who wish to explore the new ribbon and features.

Prerequisites: It is important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Word 2007

Course Description

This two day, instructor-led course covers the skills and knowledge required to use the features of Microsoft Word 2007. The course familiarises users with the characteristics of Word 2007 and a range of topics are covered such as toolbars, help menus and styles.

Objectives

At the completion of this courseware participants will be able to:

- Navigate the Word 2007 ribbon
- Use basic formatting tools
- Save files in both Word 2007 and Word 2003 formats
- Create a table of contents and bibliography
- Use text boxes and SmartArt

Topics Covered

Starting Out

What's New in Word 2007?
Our Favorite Features
Interface Overview

Using Page Setup

Using the Page Setup Chunk
Setting Margins
Changing Page Orientation and Paper Size

Using Print Preview

Navigating Print Preview
Print Preview versus Print Layout

Getting Help in Word

The Help Toolbar
Online Help vs. Offline Help
Using the Table of Contents
Getting Help in a Dialogue Box

Getting Acquainted

Using the Office Menu and the Mini Toolbar
Using Dialogue Boxes
Using Right-Click Menus
Keyboard Shortcuts

The Quick Access Toolbar

Adding and Removing Buttons
Moving the Quick Access Toolbar
Using the Options Dialogue to Customize

Ribbons and Chunks

About Ribbons and Chunks
About Option Buttons
Minimizing the Ribbon

The Home Ribbon

Clipboard Commands
Font and Paragraph Commands
Styles and Editing Commands

The Insert Ribbon

Pages and Tables Commands
Illustration and Link Commands
Header and Footer Commands
Text and Symbols Commands

The View Ribbon

Document Views Commands
Show/Hide/Zoom Tools
Window Commands
Macro Commands

Working with Pages

Adding a Cover and Blank Page
Changing the Page Color
Adding a Watermark
Adding a Page Border

Creating Basic Headers and Footers

Using a Preset Header or Footer
Editing and Removing a Header or a Footer
Adding a Header or Footer to the Gallery
Navigating Through Headers and Footers

Using Language Tools

Setting Your Language and Word Count
Using the Spelling and Grammar Context Menu
Running a Spelling and Grammar Check
Setting Spelling and Grammar Options
Controlling Hyphenation

Using Building Blocks

Adding Watermarks
Inserting and Adding Quick Parts
Using the Building Blocks Organizer

Creating a Table of Contents

The ABCs of TOCs
Marking Text Using Styles and Levels
Marking Text Using the References Ribbon
Inserting and Updating a Table of Contents

Creating a Bibliography

Inserting Citations
Managing Sources
Choosing a Style
Inserting and Updating a Bibliography

Making your Document Consistent

Using Themes and Theme Colors
Using Theme Fonts and Effects

.....Topics Covered Continued

Creating SmartArt

Adding SmartArt and Using the SmartArt Tools
Using the Text Pane

Using Text Boxes

Inserting a Pre-Defined Text Box
Drawing and Working with a Text Box
Using the Text Box Tools Ribbon
Adding Shadow and 3-D Effects
Linking Text Boxes

Using the Quick Style Gallery

Understanding and Applying Styles
Changing Text's Style
Removing a Style from Text
Using the Apply Styles Window

Changing your Styles

Changing Your Style Set
Changing Your Color Scheme
Changing Your Font Scheme
Making Changes Permanent

Doing More with Styles

Creating Styles from Existing Text
Creating Styles Using the Task Pane
Modifying the Quick Style Gallery
Using the Style Inspector
Managing Styles

Saving your Files

Using File Formats
Publishing to PDF or XPS
Setting File Passwords
Using AutoRecovery

Finishing your Files

Using File Properties
Running the Document Inspector
Marking a Document as Final
Encrypting Your Documents
Digitally Signing Your Documents
Inserting a Signature Line

Making Word Work Backwards

Opening Documents in Word 97-2003
Format
Converting Documents in Word 97-2003
Format
Running the Compatibility Checker
Saving Documents in Word 97-2003
Format
Setting Compatibility Options
Compatibility Packs for Microsoft Office
Word 2003

Working with XML

An XML Primer
About the New XML File Type
Opening the XML Structure Task Pane
Applying an XML Schema to a Document
The Power of XML
Using the Schema Library
Creating a Custom Smart Tag

Publishing Documents

Publishing to Document Management
Servers
Creating a Blog Post
Using Blogging Tools
Publishing a Blog