

Word 2007/2010 Level 2

Audience	This course is for people who are familiar with Microsoft Word and Windows. They should be able to create documents and perform basic editing including selecting text, copying, deleting, and inserting. They should be familiar with the basic formatting capabilities of the program including character and paragraph formatting.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to advance the student's skills using Word. The skills needed to perform sophisticated formatting manually and with styles and to format paragraphs in sections and columns are covered. Reusing information effectively is emphasized with templates and Building Blocks (including Quick Parts and other galleries). Preparing documents for sharing and publication is also included.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Copy formats with Format Painter■ Position text with tabs■ Perform advanced character, paragraph, and page formatting■ Create and apply a Quick Style■ Apply and modify themes■ Use sections for complex page formatting■ Create different headers in sections■ Format text in columns■ Create and revise templates■ Change the Normal template■ Create, revise, and delete Building Blocks■ Manage Building Blocks with the Building Block Organizer■ Create a style by example■ Apply styles to formatted text■ Revise and save styles■ Inspect a document■ Apply security features such as a password and a digital signature
Length	1 day



I. Advanced Formatting Techniques

- A. Changing Font Size and Spacing
- B. Using Hyphenation and Special Characters
- C. Changing Paragraph and Line Spacing
- D. Changing Paragraph Indents
- E. Using Format Painter
- F. Controlling Pagination
- G. Positioning Text with Tabs
- H. Using Quick Styles
- I. Applying a Theme
- J. Modifying a Theme

II. Working with Sections and Columns

- A. What is a Section?
- B. Inserting and Removing Section Breaks
- C. Changing Page Setup in a Section
- D. Creating Headers and Footers Review
- E. Inserting Fields into Headers and Footers
- F. Changing Headers and Footers by Section
- G. Setting Multiple Columns
- H. Modifying Column Formatting

III. Templates

- A. What is a Template?
- B. Starting a Document with Normal Template
- C. Starting a Document with a Custom Template
- D. Changing the Normal Template
- E. Creating a Template
- F. Saving Templates
- G. Revising a Template
- H. Deleting a Template (Optional)
- I. Adding Global Templates (Optional)

IV. Building Blocks (including Quick Parts and other galleries)

- A. What are Building Blocks?
- B. Creating a Building Block
- C. Inserting a Building Block
- D. Managing Building Blocks
- E. Using Document Properties (Optional)

V. Basic Styles

- A. What are Styles?
- B. Creating a Style
- C. Applying a Style
- D. Modifying a Style
- E. Using Quick Styles (Review)
- F. Changing Default Normal Style (Optional)
- G. Saving Styles to a Template (Optional)
- H. Printing a Style List
- I. Deleting and Renaming Styles

VI. Preparing a Document

- A. Using File Properties (Review)
- B. Inspecting a Document
- C. What is a Digital Signature?
- D. Creating a Digital Certificate (ID)
- E. Using a Digital Signature
- F. Marking a Document as Final
- G. Security Issues
- H. Restricting Formatting and Editing
- I. Compatibility Issues

Appendix A - Customizing the Program

- A. Customizing Program Options
- B. Setting View Options
- C. Changing File Location Options
- D. Setting User Information Options