



Microsoft Word 2003, 2007 and 2010 Course Outlines

Word Level 1

Starting Out

To begin, participants will learn the basics of Word: how to open and close it, how to use the interface, how to create a basic document, how to save and open documents, and how to get help.

The New Interface

Next, participants will closely examine the new interface, including the Quick Access Toolbar, each of the default tabs, and the contextual tabs.

Creating Documents

In this section, participants will learn more about creating new documents, including how to use templates, how to select text, Word's basic editing commands, and advanced text effects (such as the Format Painter, Quick Styles, and drop caps).

Doing More with Text

Participants will learn more things that they can do with their text, including modifying all aspects of their font, using tabs, and setting paragraph options.

Printing and Viewing your Document

This section will examine using layouts and views, Word's viewing tools (including zoom, the document map, and thumbnail view), Print Preview, Page Setup, and Word's printing commands and options.



Word Level 2

Managing your Documents

Participants will learn various file management tasks in this section, including how to use My Computer within Word and various ways to save their files. Participants will also learn about new file management tools (including the Document Inspector), compatibility tools, and window tools.

Using Formatting Tools

In this section, participants will learn how to use and create templates; how to use bullets and numbering; how to use the Paragraph dialog; how to format text into columns; how to use page and section breaks; how to add cover pages and blank pages; and how to change page border, colour, and watermark. We will also examine how to add, edit, and remove hyperlinks.

Creating Headers and Footers

Participants will learn all about Word's new header and footer tools, including the Header and Footer Tools Design tab.

Using Time Saving Tools

This section will explore the research tools available in Word , including the Look Up feature (which can search many references, including Encarta), the thesaurus, spelling and grammar check, Smart Tags, translation, hyphenation, and AutoCorrect.

Finishing your Document

Participants will learn about Word 2007's new Themes feature. We will also explore mail merge and e-mail features.



Word Level 3

Working with Graphics

This section will look at adding images, ClipArt, WordArt, and AutoShapes to a document, and editing tools that can be used on each type of object.

Working with Advanced Graphics and Objects

This section will explore advanced document elements, including Building Blocks, SmartArt, text boxes, and embedded or linked objects.

Using Tables

Participants will learn the basics of adding a table to their document, including how to insert a table or a QuickTable, basic editing tasks, and formatting tools.

Doing More with Tables

Next, participants will learn other things that they can do with their table and data, including creating an Excel spreadsheet from their data, creating charts, converting text to a table and vice versa, and using the Equations feature.

Using Styles

This section will explore the improved Styles feature, including using the Quick Style Gallery, changing your style set, using the Styles pane, and creating and managing styles.

Advanced Topics

Participants will learn how to change Word's options, about Information Rights Management, and how to use Office's repair and diagnostic tools.



Word Level 4

Creating Forms and Using Macros

This section will discuss how to create forms. We will also discuss how to record, edit, and manage macros.

Managing Documents

Participants will learn how to add, delete, and navigate through comments; how to use the Track Changes feature (as both an editor and a recipient); how to manage multiple versions of documents using the Combine and Compare features; and how to create an outline.

Working with References

This section will explore Word's reference tools, including tables of contents, endnotes, footnotes, bibliographies, bookmarks, cross-references, and indexes. We will also look at creating master and sub documents.

Expert Topics

Our last section will focus on using SharePoint Server with Word; publishing Word documents to a document management server or a blog; and working with XML inside Word.