

## 307 - Microsoft Word

Instruction is designed to make the word processing experience less confusing through the graphical multitasking capabilities of Microsoft Word. The course is organized for hands-on learning, and will demonstrate how computers and integrated software improve personal and professional productivity. Knowledge of the keyboard is essential.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic document using Microsoft Word.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.
- proof documents to make them more accurate.
- manage lists.
- customize tables and charts.
- customize formatting with styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- perform mail merges.
- use macros to automate common tasks

### Course Content

#### Lesson 1: Creating a Basic Document

Topic 1A: Explore the User Interface

Topic 1B: Open and View a Document

Topic 1C: Customize the Word Environment

Topic 1D: Obtain Help

Topic 1E: Enter Text

Topic 1F: Save a Document

Topic 1G: Preview and Print a Document

#### Lesson 2: Editing a Document

Topic 2A: Navigate and Select Text in a Document

Topic 2B: Insert, Delete, or Rearrange Text

Topic 2C: Undo Changes

Topic 2D: Search and Replace Text

#### Lesson 3: Formatting Text

Topic 3A: Change Font Appearance

Topic 3B: Highlight Text

**Lesson 4: Formatting Paragraphs**

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

**Lesson 5: Adding Tables**

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table or Tables to Text

**Lesson 6: Inserting Graphic Objects**

- Topic 6A: Add Visual Effects Using Symbols and Special Characters
- Topic 6B: Insert Illustrations

**Lesson 7: Controlling Page Appearance**

- Topic 7A: Control Page Layout
- Topic 7B: Apply a Page Border and Color
- Topic 7C: Add Watermarks
- Topic 7D: Add Headers and Footers

**Lesson 8: Proofing a Document**

- Topic 8A: Check Spelling, Grammar, and Word Count
- Topic 8B: Enhance Textual Meaning Using the Thesaurus
- Topic 8C: Customize AutoCorrect Options

**Lesson 9: Managing Lists**

- Topic 9A: Sort a List
- Topic 9B: Renumber a List
- Topic 9C: Customize Lists

**Lesson 10: Customizing Tables and Charts**

- Topic 10A: Sort Table Data
- Topic 10B: Control Cell Layout
- Topic 10C: Perform Calculations in a Table
- Topic 10D: Create Charts

**Lesson 11: Customizing Formatting with Styles and Themes**

- Topic 11A: Create or Modify a Text Style
- Topic 11B: Create a Custom List or Table Style
- Topic 11C: Apply Default and Customized Document Themes

**Lesson 12: Modifying Pictures**

- Topic 12A: Resize a Picture
- Topic 12B: Adjust Picture Appearance Settings
- Topic 12C: Wrap Text Around a Picture

**Lesson 13: Creating Customized Graphic Elements**

Topic 13A: Create Text Boxes and Pull Quotes  
Topic 13B: Draw Shapes  
Topic 13C: Add WordArt and Other Special Effects to Text  
Topic 13D: Create Complex Illustrations with SmartArt

**Lesson 14: Inserting Content Using Quick Parts**

Topic 14A: Insert Building Blocks  
Topic 14B: Create Building Blocks  
Topic 14C: Modify Building Blocks  
Topic 14D: Insert Fields Using Quick Parts

**Lesson 15: Controlling Text Flow**

Topic 15A: Control Paragraph Flow  
Topic 15B: Insert Section Breaks  
Topic 15C: Insert Columns  
Topic 15D: Link Text Boxes to Control Text Flow

**Lesson 16: Using Templates to Automate Document Creation**

Topic 16A: Create a Document Based on a Template  
Topic 16B: Create a Template

**Lesson 17: Automating Mail Merges**

Topic 17A: Perform a Mail Merge  
Topic 17B: Mail Merge Envelopes and Labels  
Topic 17C: Use Word to Create a Data Source

**Lesson 18: Using Macros to Automate Tasks**

Topic 18A: Perform a Task Automatically Using a Macro  
Topic 18B: Create a Macro