



MCAS
Microsoft® Certified
Application Specialist



Microsoft®
Word
2007

Overview &
Description

Getting Started with Word 2007

Overview/Description

With Office Word 2007, Microsoft introduces some of the most significant changes to Word in years. Most notable is the new intuitive user interface which replaces the traditional menus and toolbars, featuring the Ribbon, the Quick Access toolbar, and the Mini Toolbar as well as a new Office button which replaces the File menu. This course provides an introduction to Word 2007 and demonstrates how to navigate within the new user interface.

Working with Text and Paragraphs in Word 2007

Overview/Description

Word 2007 makes it easy to apply formatting to documents by providing a live visual preview of various formatting options. This enables you to view the formatting change before actually committing to it. This course explains the Font and Paragraph formatting options, as well as the Mini toolbar and live preview features. In addition, the creation and formatting of bulleted, numbered, and multi-level lists and the insertion of symbols or special characters are demonstrated. Setting margins, paragraph indents, tab stops, text alignment, and showing or hiding formatting marks will also be explored in this course.

Structuring, Editing, Saving, and Opening Documents in Word 2007

Overview/Description

Word 2007 provides many options for structuring and editing documents which are complemented by a variety of editing tools. There are also options for saving documents which can be customized to suit your word processing needs. This course explains the use of page and section breaks, spacing adjustment, and column insertion, and explores the basic editing tools packaged with Word 2007. A new feature of Word 2007 demonstrated in the course is the ability to save a document in PDF or XPS format, in addition to being able to save as a web page. The course also explains how to save documents so that they can be viewed in previous versions of Word.

Printing, Help, and Automated Formatting in Word 2007

Overview/Description

Microsoft Office Word 2007 provides new features called Quick Styles and building blocks which make it easy to create great looking documents quickly. You can select Quick Styles using the new Live Preview feature to view the different styles before committing the changes. This course demonstrates the use of Quick Styles, building blocks, templates and AutoCorrect features in detail. Previewing and printing options, as well as Word 2007's Help and Research options, are also explored and demonstrated.

Advanced Formatting in Word 2007

Overview/Description

Themes, Backgrounds and Borders can be used in Microsoft Office Word 2007 to create engaging and professional looking documents. With Word 2007, these tasks are made easier than ever before, specifically with the use of theme colors, theme fonts and theme effects. This course demonstrates how borders, shading, margins and horizontal lines are used when creating interesting documents and implementing emphasis to various parts of a document. Themes colors, theme fonts and theme effects are explained in detail and background colors and fill effects are explored as well. This course also demonstrates the use of footnotes and endnotes.

Advanced Document Navigation and Document Reviews in Word 2007

Overview/Description

Microsoft Office Word 2007 has many features that enable you to create robust documents that can be easily navigated, reviewed, and recovered if issues are encountered. This course explains how tables of contents are created, modified and deleted in conjunction with the use of tables of figures and tables of authorities. The insertion, modification, deletion and navigation of hyperlinks, bookmarks, and frames are demonstrated, as well as the creation of indexes and index cross-references. The course also discusses using track changes and comments when reviewing documents, and explores repairing corrupted documents.

Using Tables, Charts, and Graphics in Word 2007

Overview/Description

By using the tabular and charting utilities of Microsoft Office Word 2007, you can format, sort, and analyse your data with ease. In Word 2007, you can insert a table by selecting its layout from a list of preformatted tables, or by selecting the number of columns and rows that you require. You can insert a table into your regular document layout, or you can nest it within another table for increased complexity. There may also be times when you need to insert Excel data or charts into a Word document, and Word 2007 enables you to do so with a few simple steps. This course demonstrates how to create, format, and modify Word 2007 tables, including inserting and deleting table elements, resizing tables, merging and splitting cells, sorting data, using simple formulas, as well as converting a table to text. Methods of inserting, linking, and embedding Excel objects in Word documents are explained in this course, in addition to inserting and formatting charts.

Advanced Data Manipulation Features in Word 2007

Overview/Description

Word 2007 enables you to create forms quickly and easily, so that they can be used by other users of Word 2007. Forms contain form fields that you can link to external data sources, and Word 2007 contains security features to protect forms from tampering by other users. Inserting fields has been simplified in Word 2007 by means of built-in commands and content controls. The mail merge feature is also improved and simplified in Word 2007, enabling users to merge content into letters, e-mail messages, envelopes, and labels very easily.

The course demonstrates how to add, modify, and update form fields, as well as walking through the mail merge process.

Advanced Document Features in Word 2007

Overview/Description

Some of the advanced features of Microsoft Office Word 2007 offer ways in which you can automate and streamline the way you work. You can use macros in Word 2007 to easily automate repetitive, complex tasks. A macro is a set of instructions that can group a series of actions and keystrokes as a single command. You can also simplify the management of your Word 2007 files by using master documents. Master documents divide large files into related subdocuments through a series of links. This course demonstrates how to create, edit, copy and delete macros through the use of the macro recorder. In addition, aspects of master and subordinate documents are explained, including outline levels, rearranging and restructuring subordinate documents in the master, and converting, deleting, merging, and locking subdocuments. Customization of the Quick Access Toolbar is also explored in this course.

Collaborative Features in Word 2007

Overview/Description

Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features. This course demonstrates how to use Word 2007's document security, which includes locking document formatting, password protecting a document, marking a document as read-only, using Document Inspector, viewing privacy options, and adding a digital signature. It explains the various workspace collaboration features available using SharePoint in addition to creating a document library. This course also discusses and demonstrates working with HTML to save a document as a web page and creating a web page in Word as well as how to create blogs in Word 2007.

TestPrep Using Word 2007

Overview/Description

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.