



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Last Revised On: 6/30/08

Course Number: DPT8010
Course Title: Microsoft Word, Level II
Course Hours: 7 Hours

Description:

In this course, students will learn how to add customized lists, tables, charts, and graphics to their Word documents. In addition, students will learn how to create macros and other personalized efficiency tools as well as how to perform mail merges.

Objectives:

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

- Manage data in lists
- Customize tables and charts
- Customize formatting
- Work with custom styles
- Modify pictures in a document
- Create customized graphic elements
- Control text flow
- Automate common tasks
- Automate document creation
- Perform mail merges

Content:

1. **Managing Lists**
 - Sort a List
 - Restart a List
 - Create an Outline Numbered List
 - Customize List Appearance

2. **Customizing Tables and Charts**
 - Sort a Table
 - Modify Table Structure
 - Merge or Split Cells
 - Position Text in a Table Cell
 - Apply Borders and Shading
 - Perform Calculations in a Table
 - Create a Chart from a Word Table
 - Modify a Chart



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3. Customizing Formatting

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

4. Working with Custom Styles

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

5. Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

6. Creating Customized Graphic Elements

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

7. Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

8. Automating Common Tasks

- Run a Macro
- Create a Macro
- Modify a Macro
- Customize Toolbars and Buttons
- Add Menu Items

9. Automating Document Creation

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template



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10. Performing Mail Merges

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source

Prerequisites:

- Microsoft Word, Level I or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of Skills: Yes