

Microsoft Word 2007; Level 3

IMPORTANT: All Rights Reserved. This manual may not be reproduced in any manner or stored electronically without the written permission of The UK Open College.

Microsoft Word 2007; Level 3

Table of Contents

M1	Sorting and Merging Text and Data	Page
1.	Sorting	2
2.	Merging	8
3.	Protect Document	16
4.	Exercise	21
M2	Working With Formulas, Worksheets, and Charts	Page
1.	Calculating in Tables	2
2.	Using Formulas	5
3.	Using Worksheets	10
4.	Creating and Modifying Worksheets	12
5.	Embedding Existing Excel Worksheets	16
6.	Working with Charts	18
7.	Importing and Copying Data into a Datasheet	26
M3	Introduction to Macros	Page
1.	Recording and Running Macros	2
2.	Managing Macros	8
3.	Deleting Macros	16
M4	Enhancing Documents	Page
1.	Working with Graphics	2
2.	Modifying Graphics	4
3.	Positioning and Deleting Graphics	9
4.	Using Advanced Enhancement Techniques	13
5.	Inserting Special Characters	17
6.	Inserting Watermarks	19
7.	Formatting First Pages	21
M5	Reviewing Documents	Page
1.	Document Compare	2
2.	Tracking Changes	3
3.	Multiple Revisions	4
4.	Shared workspace	5
5.	WordArt	6
Appendix A; New Features in Word 2007		Page
1.	Compatibility	2
2.	Forwards compatibility (Word documents created in earlier versions)	3
3.	Working in Compatibility Mode	4
4.	Backwards compatibility (Word documents created in version 2007)	6
5.	The Ribbon	10
6.	Other aspects of the Ribbon	13
7.	The Mini toolbar	15
8.	The Quick Access Toolbar	16
9.	Using the keyboard (Key Tips in v2997)	17
10.	Using the Arrow Keys to Navigate the Ribbon	21
11.	Using the TAB key to Navigate the Ribbon	22
12.	Notes Regarding Old Shortcuts (previous versions)	23

Appendix B; Additional Features in Office 2007		Page
1.	Office 2007 – A New Platform	2
2.	At a Glance Highlights Across the Suite	4
3.	New Visual and navigational Features	8
4.	File formats	11
5.	User Assistance System (HELP)	12
6.	Collaboration features	13
7.	Themes and Quick Styles	15
8.	Application-specific changes	16
9.	General Keyboard Navigational Tips in Office 2007	25
10.	Beyond Office 2007	26

Foreword

This course was written for trainees wishing to learn to use Microsoft Word. It is written for using Microsoft Word in the Office 2007 suite of applications. However, it does not include a 'New Features' section exclusively about new features in Microsoft Word within Office 2007. It is very easy to see a complete list of the new features in Office v2007 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application's help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee Word in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, 'version functionality' is purposely avoided.