

## Course Details

# Course 50044A

Preparing for the Microsoft Certified Application Specialist Exam in Microsoft Office Word 2007

Length: 1 Days

Published: January 14, 2013

Language(s): English

Audience(s): Information workers

Level: 200

Technology: Microsoft Office Word 2007

Type: Course

Delivery Method: Instructor-led (classroom)

## Prerequisites

Before attending this course, students must have:

- Six or more months of hands-on experience creating and managing documents by using Word 2007.

## Course Outline

### Module 1: Creating and Customizing Documents

- Creating and Formatting Documents
- Laying Out Documents
- Making Documents and Content Easier to Read
- Personalizing Word 2007

### Module 3: Working with Visual Content

- Inserting Illustrations
- Formatting Illustrations
- Formatting Text Graphically
- Inserting and Modifying Text Boxes

### Module 5: Reviewing Documents

- Navigating Documents
- Comparing and Merging Document Versions
- Managing Tracked Changes
- Inserting, Modifying, and Deleting Comments

### Module 2: Formatting Content

- Formatting Text and Graphics
- Manipulating Text
- Controlling Pagination

### Module 4: Organizing Content

- Structuring Content by Using Quick Parts
- Using Tables and Content to Organize Content
- Modifying Tables
- Inserting and Formatting References and Captions
- Merging Documents and Data Sources

### Module 6: Sharing and Securing Content

- Preparing Documents for Sharing
- Controlling Document Access
- Attaching Digital Signatures