

# Microsoft Word 2007 Training Classes in Houston

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  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- Hands-on, instructor-led training classes
- Step-by-step training manual with exercise link
- Certificate of completion

- Onsite Training available
- Class can be customized to suit your needs
- Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

## Microsoft Word 2007 - Training Classes in Houston, Texas

Microsoft Word 2007: Level  
1

### Training 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

Microsoft Word 2007: Level 2

Training Course Content

Lesson 1:  
Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic  
1C: Customize Lists

Lesson 2:  
Customizing Tables and Charts

Topic 2A: Sort Table  
Data

Topic 2B: Control Cell Layout

Topic 2C: Perform Calculations in a  
Table

Topic 2D: Create Charts

Lesson 3:  
Customizing Formatting with Styles and  
Themes

Topic 3A: Create or  
Modify a Text Style

Topic 3B: Create  
a Custom List or Table Style

Topic  
3C: Apply Default and Customized  
Document Themes

Lesson 4:  
Modifying Pictures

Topic 4A: Resize a  
Picture

Topic 4B: Adjust Picture  
Appearance Settings

Topic 4C: Wrap  
Text Around a Picture

Lesson 5:  
Creating Customized Graphic Elements

Topic 5A: Create Text  
Boxes and Pull Quotes

Topic 5B: Draw  
Shapes

Topic 5C: Add WordArt and  
Other Special Effects to Text

Topic



## 5D: Create Complex Illustrations with SmartArt

### Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks

Topic 6B: Create Building Blocks

Topic 6C: Modify Building Blocks

Topic 6D: Insert Fields Using Quick Parts

### Lesson 7: Controlling Text Flow

Topic  
7A: Control Paragraph Flow

Topic 7B:  
Insert Section Breaks

Topic 7C:  
Insert Columns

Topic 7D: Link Text Boxes to Control Text Flow

### Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template

Topic  
8B: Create a Template

### Lesson 9: Automating Mail Merges

Topic 9A: Perform a Mail Merge

Topic 9B: Mail Merge Envelopes and Labels

Topic 9C: Use Word to Create a Data Source

### Lesson 10: Using

## Macros to Automate Tasks

Topic 10A: Perform a Task Automatically Using a Macro

Topic 10B: Create a Macro

## Microsoft Word 2007: Level 3

### Training Course Content

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet

Topic 1B: Link a Chart to Excel Data

Topic 1C: Send a Document Outline to Microsoft® Office PowerPoint®

Topic 1D: Extract Text from a Fax

Topic 1E: Send a Document as an Email Message

Lesson 2:  
Collaborating on Documents

Topic 2A: Modify User Information

Topic 2B: Send a Document for Review

Topic 2C: Review a Document

Topic 2D: Compare Document Changes

Topic 2E: Merge Document Changes

Topic 2F: Review Track Changes and Comments

Lesson 3:  
Managing Document Versions

Topic 3A: Create a New  
Version of a Document

Topic 3B:  
Compare Document Versions

Topic 3C:  
Merge Document Versions

Lesson 4: Adding  
Reference Marks and Notes

Topic 4A: Insert  
Bookmarks

Topic 4B: Insert Footnotes  
and Endnotes

Topic 4C: Add Captions

Topic 4D: Add Hyperlinks

Topic  
4E: Add Cross-References

Topic 4F:  
Add Citations and a Bibliography

Lesson 5: Making  
Long Documents Easier to Use

Topic 5A: Insert Blank  
and Cover Pages

Topic 5B: Insert an  
Index

Topic 5C: Insert Table of  
Figures

Topic 5D: Insert Table of  
Authorities

Topic 5E: Insert Table  
of Contents

Topic 5F: Create a  
Master Document

Topic 5G:  
Automatically Summarize a Document

Lesson 6:  
Securing a Document

Topic 6A: Update a  
Document's Properties

Topic 6B: Hide  
Text

Topic 6C: Remove Personal  
Information from a Document

Topic  
6D: Set Formatting and Editing  
Restrictions

Topic 6E: Add a Digital  
Signature to a Document

Topic 6F:  
Set a Password for a Document

Topic  
6G: Restrict Document Access

Appendix A:  
Creating Forms

Supplemental Lesson  
Creating Forms

Topic 1A: Add Form  
Fields to a Document

Topic 1B:  
Protect a Form

Topic 1C: Save Form  
Data as Plain Text

Topic 1D:  
Automate a Form

Appendix B:  
Using XML in Word

Supplemental Lesson  
Using XML in Word

Topic 1A: Tag an  
Existing Document

Topic 1B:  
Transform an XML Document

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[Microsoft Word 2007 Training in Houston](#)

[Microsoft Word 2003 Training in Houston](#)