


```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
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MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
```

```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
}
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FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
}
```

```
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
  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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