



Using Microsoft® Office Word 2007

Exam 70-601

Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite, encompassing: Word 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access® 2007, as well as Windows Vista™.

Microsoft® Certified Application Specialists prove themselves. Whether professionally, academically, or personally, Microsoft® Certified Application Specialist certifications give you the skills to succeed.

Prerequisite:

Working knowledge on computing and desktop application (Windows)

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- Practical hands-on sessions, 75% lab-based and 25% theory-based.
- Well-designed lab sessions to enhance further understanding of the courseware.

Training Duration:

Full-time: 4 full days. 9am – 6pm (8 hours per day)
Part-time: 8 sessions 6:30pm-10:30pm (4 hrs per session)

Course Training Fee :

Course Fee : \$508 without SDF ; \$284 after SDF
Registration Fee : \$25
SRP Grant available.
Contact us for more details.

DETAILED COURSE OUTLINE

1. Creating and Customizing Documents

1.1. Create and format documents

- 1.1.1. Work with templates
- 1.1.2. Apply Quick Styles to documents
- 1.1.3. Format documents by using themes
- 1.1.4. Customize themes
- 1.1.5. Format document backgrounds
- 1.1.6. Insert blank pages or cover pages

1.2. Lay out documents

- 1.2.1. Format pages
 - 1.2.2. Create and modify headers and footers
 - 1.2.3. Create and format columns
- #### 1.3. Make documents and content easier to find
- 1.3.1. Create, modify, and update tables of contents
 - 1.3.2. Create, modify, and update indexes
 - 1.3.3. Modify document properties
 - 1.3.4. Insert document navigation tools

1.4. Personalize Office Word 2007.

- 1.4.1. Customize Office Word 2007 options.
- 1.4.2. Change research options.

2. Formatting Content

2.1. Format text and paragraphs

- 2.1.1. Apply styles
- 2.1.2. Create and modify styles
- 2.1.3. Format characters
- 2.1.4. Format paragraphs
- 2.1.5. Set and clear tabs

2.2. Manipulate text

- 2.2.1. Cut, copy, and paste text
- 2.2.2. Find and replace text.

2.3. Control pagination

- 2.3.1. Insert and delete page breaks
- 2.3.2. Create and modify sections

3. Working with Visual Content

3.1. Insert illustrations

- 3.1.1. Insert SmartArt graphics
- 3.1.2. Insert pictures from files and clip art
- 3.1.3. Insert shapes

3.2. Format illustrations

- 3.2.1. Format text wrapping
- 3.2.2. Format by sizing, cropping, scaling, and rotating
- 3.2.3. Apply Quick Styles
- 3.2.4. Set contrast, brightness, and coloration
- 3.2.5. Add text to SmartArt graphics and shapes
- 3.2.6. Compress pictures

3.3. Format text graphically

- 3.3.1. Insert and modify WordArt
- 3.3.2. Insert Pull Quotes
- 3.3.3. Insert and modify drop caps

3.4. Insert and modify text boxes

- 3.4.1. Insert text boxes
- 3.4.2. Format text boxes
- 3.4.3. Link text boxes

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DETAILED COURSE OUTLINE

4. Organizing Content

4.1. Structure content by using Quick Parts

- 4.1.1. Insert building blocks in documents
- 4.1.2. Save frequently used data as building blocks
- 4.1.3. Insert formatted headers and footers from Quick Parts
- 4.1.4. Insert fields from Quick Parts

4.2. Use tables and lists to organize content

- 4.2.1. Create tables and lists
- 4.2.2. Sort content
- 4.2.3. Modify list formats

4.3. Modify tables

- 4.3.1. Apply Quick Styles to tables
- 4.3.2. Modify table properties and options
- 4.3.3. Merge and split table cells
- 4.3.4. Perform calculations in tables
- 4.3.5. Change the position and direction of cell contents

4.4. Insert and format references and captions

- 4.4.1. Create and modify sources
- 4.4.2. Insert citations and captions
- 4.4.3. Insert and modify bibliographies
- 4.4.4. Select reference styles
- 4.4.5. Create, modify, and update tables of figures and tables of authorities

4.5. Merge documents and data sources

- 4.5.1. Create merged documents
- 4.5.2. Merge data into form letters
- 4.5.3. Create envelopes and labels

5. Reviewing Documents

5.1. Navigate documents.

- 5.1.1. Move a document quickly by using the Find and Go To commands.
- 5.1.2. Change window views.

5.2. Compare and merge document versions

- 5.2.1. Compare document versions
- 5.2.2. Merge document versions
- 5.2.3. Combine revisions from multiple authors

5.3. Manage tracked changes

- 5.3.1. Display markup
- 5.3.2. Enable, disable, accept, and reject tracked changes
- 5.3.3. Change tracking options

5.4. Insert, modify, and delete comments

6. Sharing and Securing Content

6.1. Prepare documents for sharing

- 6.1.1. Save to appropriate formats
- 6.1.2. Identify document features that are not supported by previous versions
- 6.1.3. Remove inappropriate or private information by using Document Inspector

6.2. Control document access

- 6.2.1. Restrict permissions to documents
- 6.2.2. Mark documents as final
- 6.2.3. Set passwords
- 6.2.4. Protect documents

6.3. Attach digital signatures

- 6.3.1. Authenticate documents by using digital signatures
- 6.3.2. Insert a line for a digital signature

MCAS Word 2007

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