Word 2007 Level 2

Inserting Dates and Symbols
- Inserting the Date and Time
- Inserting Symbols
- Inserting Special Characters
- Inserting Dates and Symbols

Using Quick Parts
- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer
- Using Quick Parts

Working with AutoFormat
- Using AutoFormat as You Type
- Changing AutoFormat Options
- Working with AutoFormat

Working with Tables
- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table Feature
- Converting Existing Text into a Table
- Inserting Quick Tables
- Working with Tables

Editing a Table
- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing Rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading
- Editing a Table

Applying Borders and Shading
- Using Borders and Shading
- Adding Borders and Shading to Text
- Adding a Border to a Page
- Adding a Border to a Table
- Removing a Border from a Table
- Adding and Removing Shading
- Applying Borders and Shading
Working with Drawing Objects
Creating a Drawing Object
Selecting Filled and Unfilled Objects
Moving an Object
Using the Drawing Canvas
Drawing without the Drawing Canvas
Drawing a Line
Changing and Removing the Fill Color
Formatting Lines
Resizing an Object
Adding a 3-D Effect
Layering Text and Objects
Deleting an Object
Working with Drawing Objects

Inserting Graphics
Inserting Clip Art
Inserting a Picture
Formatting Pictures
Creating WordArt Objects
Formatting WordArt Objects
Using Advanced Layout Options
Creating Watermarks
Inserting Graphics

Using SmartArt
Creating SmartArt Graphics
Changing Colors of a SmartArt Graphic
Applying a SmartArt Graphic Style
Using SmartArt

Using Chart Creation Features
Creating a Chart
Editing the Datasheet
Adding a Chart Title
Changing the Chart Type
Creating a Chart from Excel
Using Chart Creation Features

Using AutoCorrect
Setting AutoCorrect Options
Using the AutoCorrect Options Button
Creating AutoCorrect Exceptions
Creating an AutoCorrect Entry
Creating a Formatted AutoCorrect Entry
Deleting an AutoCorrect Entry
Using AutoCorrect

Using Find and Replace
Using Find
Using Find Options
Finding Special Characters
Finding a Format
Using Replace
Using Find and Replace
Exploring the Research Task Pane
  Opening the Research Task Pane
  Adding Research Services
  Using the Thesaurus to Look up Synonyms
  Using the Thesaurus to Look up Antonyms
  Translating Text
  Searching for Information
  Exploring the Research Task Pane

Using Templates
  Selecting an Existing Template
  Creating a Template
  Modifying a Template
  Deleting a Template
  Using Templates

Using Newsletter-style Columns
  Creating Newsletter-style Columns
  Navigating Columns
  Changing the Number of Columns
  Changing Column Width and Spacing
  Adding a Vertical Line between Columns
  Balancing Column Length
  Using Newsletter-style Columns

Using Outline View
  Creating an Outline
  Working in Outline View
  Collapsing/Expanding Outline Headings
  Displaying Outline Heading Levels
  Moving an Outline Heading or Body Text
  Numbering the Outline Levels
  Displaying/Hiding Outline Text Formats
  Using Outline View

Using Word HTML Features
  Saving Files in the HTML File Format
  Using Hyperlink Automatic Formatting
  Linking to a Page
  Linking to a Location in a Page
  Pasting a Link
  Updating a Link
  Browsing Linked Pages and Locations
  Editing a Hyperlink
  Modifying HTML Files
  Using Word HTML Features
Working with Comments and Revisions

Enabling Change Tracking
Setting Change Tracking Options
Disabling Change Tracking
Inserting Comments
Managing Comments
Viewing and Navigating Comments
Enabling Balloon Options
Selecting Options for Show Markup
Displaying the Reviewing Pane
Comparing Documents
Combining Multiple Revisions
Reviewing Tracked Changes
Accepting/Rejecting All Changes
Printing Markup
Working with Revisions and Comments

Managing Files

Selecting File Views
Sorting Word Files
Using the My Places Bar
Assigning a Password
Removing a Password
Using Digital Signatures
Managing Document Recovery
Managing Files