

Microsoft® Office Word 2007 Step by Step

MCAS Exercise Map

The practice files necessary to complete these exercises are available from Courseware Library in the file **50044A-EN_SBSCW_Word2007_Student_PracticeFiles.zip**.

Exercises in the course study guide reference practice files installed on your computer and organized in chapter-specific folders. Practice files for this Step by Step Courseware Library instructor-led training are organized in module-specific folders. The following table indicates the location of the practice files for each exercise.

Page	Objective	Title	Location\Practice File
66-68	1.1	Quickly Formatting Text and Paragraphs	Module01\QuickFormatting.docx
96-99	1.1	Changing a Document's Background	Module01\Background.docx
100	1.1	Using a Picture as a Watermark	none
100-104	1.1	Changing a Document's Theme	Module01\Theme.docx
104-111	1.1	Working with Templates	Module01\Template.docx
112	1.1	Applying a Different Template to an Existing Document	none
27-31	1.2	Previewing and Printing a Document	Module01\Printing.docx
43	1.2	Inserting the Date and Time	none
113-116	1.2	Adding Headers and Footers	Module01\Header.docx
117	1.2	Inserting and Formatting Page Numbers	none
124-128	1.2	Presenting Information in Columns	Module01\Columns.docx
27-31	1.2	Previewing and Printing a Document	Module01\Printing.docx
43	1.2	Inserting the Date and Time	none
226-230	1.3	Creating and Modifying a Table of Contents	Module01\Contents.docx
231-238	1.3	Creating and Modifying an Index	Module01\Index.docx
238-242	1.3	Adding Bookmarks and Cross-References	Module01\Bookmarks.docx
242-246	1.3	Adding Hyperlinks	Module01\Hyperlinks.docx Module01\OtherLogos.docx
54-59	1.4	Correcting Spelling and Grammatical Errors	Module01\Spelling.docx
330-336	1.4	Changing Default Program Options	none

Page	Objective	Title	Location\Practice File
336-341	1.4	Making Favorite Word Commands Easily Accessible	Module01\Commands.docx
342-344	1.4	Making Commands Available with a Specific Document	Module01\Toolbar1.docx Module01\Toolbar2.docx
68-74	2.1	Manually Changing the Look of Characters	Module02\Characters.docx
75-78	2.1	Manually Changing the Look of Paragraphs	Module02\Paragraphs.docx
34-40	2.2	Making Changes to a Document	Module02\Changes.docx
40	2.2	About the Clipboard	none
49-53	2.2	Finding and Replacing Text	Module02\FindingText.docx
116-120	2.3	Controlling What Appears on Each Page	Module02\ControllingPage.docx
158-163	3.1	Inserting and Modifying Pictures	Module03\Picture.docx Module03\Logo.png
170-175	3.1	Drawing and Modifying Shapes	Module03\Shapes.docx
188-192	3.1	Creating a Diagram	Module03\Diagram.docx
193-198	3.2	Modifying a Diagram	Module03\ModifyingDiagram.docx
165-169	3.3	Creating Fancy Text	Module03\WordArt.docx
170	3.3	Formatting the First Letter of a Paragraph	none
40-42	4.1	Inserting Saved Text	Module04\SavedText.docx
218-225	4.1	Inserting Ready-Made Document Parts	Module04\Parts.docx
46-49	4.2	Reorganizing a Document Outline	Module04\Outline.docx
86-92	4.2	Creating and Modifying Lists	Module04\Lists.docx
128-130	4.2	Creating a Tabular List	Module04\TabularList.docx
130-137	4.2	Presenting Information in a Table	Module04\Table.docx
138-142	4.3	Formatting Table Information	none
142-150	4.3	Performing Calculations in a Table	Module04\Calculations.docx Module04\LoanData.xlsx
230-231	4.4	Creating Other Types of Tables	none
246-253	4.4	Adding Sources and Compiling a Bibliography	Module04\Bibliography1.docx Module04\Bibliography2.docx
257-262	4.5	Preparing Data for Mail Merge	Module04\PreparingData.docx Module04\DataSource1.xlsx
263-267	4.5	Preparing a Form Letter	Module04\FormLetter.docx

Page	Objective	Title	Location\Practice File
			Module04\DataSource2.xlsx
267-269	4.5	Merging a Form Letter with Its Data Source	Module04\MergingData.docx Module04\DataSource2.xlsx
270	4.5	Printing Envelopes	none
274-277	4.5	Creating and Printing Labels	Module04\DataSource2.xlsx
15-23	5.1	Displaying Different Views of a Document	Module05\Viewing1.docx Module05\Viewing2.docx
291-293	5.2	Comparing and Merging Documents	Module05\Comparing1.docx Module05\Comparing2.docx Module05\Comparing3.docx
283-287	5.3	Tracking and Managing Document Changes	Module05\TrackChanges.docx
287-290	5.4	Adding and Reviewing Comments	Module05\Comments.docx
59-63	6.1	Finalizing a Document	Module06\Finalizing.docx
294-296	6.2	Password-Protecting a Document	Module06\Password.docx
296-299	6.2	Preventing Changes	Module06\PreventingChanges.docx
63	6.3	Adding a Digital Signature	none