



Word 2007 - Introduction

Course Duration

Duration - 1 Day. Course timings 0930-1630 (approximate)

Course Aims

This course will provide delegates with the necessary skills to create, edit, format and print a Word document as well as the ability to amend page layout and create tables.

Pre-requisites

No prior knowledge or experience of Microsoft Word 2007 is assumed or required. It would be beneficial to have a workable knowledge of Windows and an ability to use the mouse and keyboard.

Target Audience

This course is designed for new users who wish to understand the basics of Word 2007 and produce efficient documents.

Content/Topics

The Microsoft Word 2007 Introduction course will cover the following topics enabling delegates at the end of the course to be able to:

2007 Word Environment

- Exploring the Fluid User Interface
- Exploring the Ribbon
- The Quick Access Toolbar
- Customise the Quick Access Toolbar
- Customise the Ribbon
- Mini Toolbar
- Help

Getting Started

- Creating a New Document
- Saving a Document
- Opening an Existing Document
- Navigating within Microsoft Word
- Selecting and Entering Text
- Saving a Document

Working with a Document

- Entering Text
- Inserting Dates and Times
- Proofing
- Spelling and Grammar
- Counting Words
- Language Selection
- Zoom Options
- Viewing Document Ruler
- Paragraph Marks
- Inserting Symbols
- Views

Selection Techniques

- Selecting a Range of Text
- Selecting Non-contiguous Ranges
- Undo/Redo
- Repeat

Find/Replace

- Find and Replace Text
- Find and Replace Fonts
- Document Map

Copying/Moving Data

- Copying/Moving Data Using Keyboard
- Copying/Moving Data Using Ribbon
- Copying/Moving Data Using Mouse
- Using Clipboard Pane
- Copy/Paste between Documents
- Paste Options
- Paste Special Options
- Format Painter

Font

- Live Preview
- Select/Change Font
- Grow/Shrink Font
- Bold/Underline/Italic
- Strikethrough/Superscript/Subscript
- Change Case
- Highlight Text
- Font Colour
- Text Effects/Shading (2010)
- Clear Formatting
- Font Dialog Box



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Paragraph Formatting

- Aligning Right, Centre, Left
- Line Spacing
- Paragraph Spacing
- Indentation of Paragraphs
- Bullet Lists
- Numbered Lists
- Multi-level Lists
- Paragraph Shading
- Paragraph Dialog Box

Tables

- Create Table
- Contextual Tab
- Insert/Delete Columns/Rows
- Column Width
- Row Height
- Table Alignment
- Add Borders
- Deleting Borders
- Change Border Colours
- Change Border Style

Printing

- Previewing
- Performing a Quick Print
- Print Options
- Range, Copies, Pages
- Headers/Footers
- Dialog Box

Page Layout

- Page Setup
- Page Shading
- Page Border
- Margins
- Orientation
- Page Numbers
- Headers & Footers