

Word 2007 Level 1 Introduction

1 day course

Overview

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target student

This course is intended for individuals who want to gain basic knowledge of working on Word.

Prerequisites

Windows Introduction or equivalent knowledge

Course Content:

Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

Formatting Text

- Change Font Appearance
- Highlight Text

Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks

- Add Headers and Footers

Proofing a Document

- Check Spelling, Grammar and Word Count
 - Enhance Textual Meaning Using the Thesaurus
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