



Introduction to Microsoft Word 2007

About the Course

Designed for

This is a course with a high level of practical content, aimed at those who have not used Microsoft Word for Windows before. It is designed for candidates with widely differing experience and skill levels.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Microsoft Word is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

STARTING TO USE WORD 2007

Using the default Word document
Saving Word documents
Opening and closing documents
Saving a file with a different file name
Creating a new document
Using Help within Microsoft Word
Closing Microsoft Word

TEXT FORMATTING

Font type
Font size
Bold, italic or underline
Subscript and superscript
Case changing
Highlighting
Font colour
Copying text formatting
Removing formatting

MANIPULATING TEXT

Selecting text
Inserting, deleting, undo and redo
Copying text within a document
Moving text within a document

PARAGRAPH FORMATTING

Paragraph marks
Soft line break marks
Aligning text
Indenting paragraphs
Applying single or double line spacing within paragraphs
Applying spacing above or below paragraphs
Applying bullets to a list
Numbering a list

ADDING BORDERS AND SHADING

Adding a border
Modifying your borders
Adding shading
Modifying your shading
Applying borders to selected text

FINDING AND REPLACING TEXT

Finding text
Replacing text

TABS

Tab stops
Setting and removing tabs

STYLES

Applying styles to a word, line or a paragraph

PAGE FORMATTING

Page orientation and paper size
Page margins
Page breaks
Headers and footers
Page numbering
Header and footer fields
Cover pages

TABLES

Inserting a table
Navigating within a table
Selecting and editing text within a table
Selecting cells, rows, columns or table
Inserting and deleting rows and columns
Modifying column width or row height
Modifying cell borders
Adding shading to cells
Modifying cell border width, colour and style

USING GRAPHICS WITHIN MICROSOFT WORD

Inserting Pictures
Inserting Clip Art
Inserting Shapes
Inserting SmartArt
Selecting, resizing and deleting graphics
Copying or moving graphics

MULTIPLE DOCUMENTS

Switching between open documents
Tiling or cascading documents on your screen
Comparing documents side by side
Copying or moving selected items between documents

PROOFING AND PRINTING

Spell checking a document
Adding words to the built-in custom dictionary
Removing a word from the spell checking dictionary
Printing options
Printing only odd or even pages
Printing part of a document
Printing more than one page of a document per printed sheet
Previewing and printing a document

