

Microsoft Word 2007 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft Word 2007 or for users with limited experience. Delegates will learn how to use Word to create, edit and print documents that are accurate and presentable.

Prior Knowledge Required:

No prior knowledge of word processing is assumed but some basic PC and Windows experience is required.

Course Duration: 1 day

Introduction

- Word Processing Concepts
- Launching Word 2007
- Discussing Enhancements in Word 2007

The Word Environment

- Exploring the User Interface
- Working with the Ribbon
- Using Contextual Tabs
- Creating and Saving Documents
- Understanding File Operations

Document Handling and Printing

- Opening and Closing Documents
- Print Options and Print Preview
- Document Views
- The Zoom Command
- Creating Templates
- Working With Multiple Documents

Editing and Formatting

- Moving Around Documents
- Entering Text
- Selecting Text
- Font Formatting
- Paragraph Formatting
- Moving and Copying Text
- The Undo/Redo Command
- Using Format Painter
- Using the Highlighter Tool
- Automatic Numbering & Bulleted Lists
- Using AutoFormat
- AutoComplete

Automatic Proofing Tools

- Spell Checking
- Grammar Checking
- AutoCorrect

Page Layouts

- Inserting Page Numbering
- Setting Margins
- Page Orientation
- Inserting Headers & Footers

Tabs and Tables

- Setting, Moving and Deleting Tabs
- Creating Tables
- Changing Column Widths
- Selecting a Table
- Applying Borders & Shading
- Inserting and Deleting Rows and Columns



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