



MICROSOFT OFFICE WORD 2007 INTRODUCTION

COURSE AIMS

This course is aimed at new users of Microsoft Office Word who have little knowledge of Microsoft Windows or Word.

On completion of this course the user should be able to confidently do the following:

- Save, close, open and print a standard document.
- Format a document.
- Use custom tabs and tables.

COURSE CONTENT

Word Basics

Office Button
Ribbon and Quick Access Toolbar
Task Panes
Shortcut Toolbar
Moving Around the Document
Views and Zooming

Editing Text

Selecting Text
Clipboard – Cut & Paste
Drag-and-Drop Editing
Inserting Symbols
Click and Type

File Operations

Saving and Opening Documents
Starting a New Document
Closing Documents

Formatting

Font Formatting
Paragraph Formatting
Mini Toolbar
Ruler
Page Formatting
Document Themes and Styles

Printing

Print Preview
Printing a Document

NOTES

Ability also offer Advanced and Visual Basic for Applications courses for more experienced users.

Page Layout

Sections
Margins
Newspaper Columns
Headers and Footers

Auto Features

AutoCorrect
Inserting Building Blocks
Save as a Quick Part

Tabs and Tables

Setting Custom Tab Stops
Inserting Tables
Drawing Tables
Formatting Tables

Find and Replace

Find and Replace Text
Find and Replace Formatting
Find and Replace Special
Characters

Mailings

Letters and Labels
Emails and Directory Lists

Document Proofing

Spelling, Thesaurus and
Grammar Check