

MS Word 2007

Introduction

This One day workshop has been designed for those who want to quickly become productive with this powerful word processing program

Learning Outcomes

By the end of this course students will be able to Produce and Store a Document, Retrieve and Edit text, apply Formatting features, Add Bullets and Numbering, Print and Manipulate the Page Layout and much more...

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word 2007. Basic computer awareness, keyboard and mouse skills are preferred.

Course Contents

- Getting Started
- Basic Features
- Formatting Text
- Page Formatting
- Customising Word and Using Help

Getting Started

- Start and use Word 2007
- Work with toolbars and Menus
- Use the New Task Pane
- Add text to your document
- Save, close and open documents
- Create new documents
- Work with Multiple Documents
- Exit Word 2007

Basic Features

- Move through documents
- Work with different views
- Select and edit text
- Move and Copy Text
- Work with the Clipboard
- Use the spell checker and grammar functions

Formatting

- Change Text using different Formatting features
- Work with Fonts
- Change Paragraph Formatting
- Use Indenting
- Adjust Line Spacing
- Create Bullets and Numbering points
- Add Borders and Shading to documents
- Learn how to use tabs effectively

Page Formatting

- Change page orientation
- Set Margins
- Change the document using print layout
- Print a Document
- Use Page Breaks

Customising Word

- Customise Word 2007 settings
- Create a custom toolbar
- Learn as you work with Help and the Office Assistant

