

Microsoft Office Word 2007 (Introduction)

IN BRIEF

Delivery: Instructor Led

Duration: 2 days

Class size: 10 Students Max.

Inclusions: Microsoft Word 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for inexperienced Microsoft Word users who wish to learn basic knowledge and skills that can be applied in the workplace.

Prerequisites: None

Products Covered:
Microsoft Office Word 2007

Further Training:
Microsoft Office Word 2007 (Intermediate)
Microsoft Office Word 2007 (Advanced)

Course Description

This two day, instructor-led course covers the skills and knowledge required to manage the basic features of Word. Foundation level topics are covered such as creating and formatting documents, printing, layouts and views.

Objectives

At the completion of this courseware participants will be able to:

- Create a Word document
- Use the help menus and navigate the toolbars
- Use different views and layouts
- Format a document and use templates
- Apply text effects
- Print documents

Topics Covered

Meeting Microsoft Office Word 2007

What's New?

Launching Word

Interacting with Word

Creating a Document

Typing and Deleting Text

The Basics of Selecting Text

Navigating in Your Document

Navigating Using the Mouse & Keyboard

Navigating Using the Scroll Bars

Using the Go To Dialogue

Using Formatting

Using Undo and Redo

Removing Formatting

Working with Your Document

Saving and Opening Files

Using the Recent Documents List

Switching Between Open Files

Closing Files

Getting Help in Word

Using the Help Screens

Online Help vs. Offline Help

Using the Table of Contents

Getting Acquainted

Using the Office Menu and Status B

Using the Mini Toolbar & Dialogue Boxes

Using Right-Click Menus

Keyboard Shortcuts

The Quick Access Toolbar

Adding and Removing Buttons

Moving the Quick Access Toolbar

Using the Options Dialogue

Ribbons and Chunks

About Option Buttons

Minimizing the Ribbon

The Home Ribbon

Clipboard and Font Commands

Paragraph and Styles Commands

Editing Commands

The Insert Ribbon

Pages and Tables Commands

Illustration and Link Commands

Header and Footer Commands

Text and Symbols Commands

The View Ribbon

Document Views Commands

Show/Hide/Zoom Tools

Window and Macro Commands

The Page Layout Ribbon

Themes Commands

Page Setup and Background Commands

Paragraph and Arrange Commands

The References Ribbon

Table of Contents Commands

Footnotes and Endnotes Commands

Citations and Bibliography Commands

Captions and Index Commands

Table of Authorities Commands

The Mailings Ribbon

Create Commands

Complete Mail Merge

Write and Insert Fields

The Review Ribbon

Proofing Tools

Comments Commands

Tracking and Changes Commands

Compare and Protect Commands

Contextual Ribbons

WordArt and TextBox Tools

Equation and Smart Art Tools

Table, Picture and Chart Tools

Header and Footer Tools

Creating a New Document

Creating a Document from Templates

Creating Documents from an Existing Document

Selecting Text

Tips and Tricks

Topics Covered Continued Overleaf.....



.....Topics Covered Continued

Moving Text

Cutting, Copying, and Pasting Text
Using the Office Clipboard
Dragging and Dropping Text
Finding and Replacing Text

Applying Advanced Text Effects

Using the Format Painter
Adding Drop Caps
Applying a Quick Style
Aligning and Justifying Text

Doing More with Text

Choosing a Font Type and Size
Applying Font Colour and Highlighting
Applying Advanced Underlining
Changing Case

The Font Dialogue

Using the Font & Character Spacing Tab
Setting your Default Font
Embedding Fonts

Using Tabs

Types of Tabs
Setting Tabs
Moving or Removing Tabs

Paragraph Options

Indenting Using the Ruler
Indenting Using the Home Ribbon
Changing Paragraph Spacing
Adding Borders or Shading

Using Layouts and Views

Using Print Layout
Using Full Screen Reading
Using Web Layout
Using Outline View
Using Draft View

Basic Viewing Tools

Using Minimize, Maximize, and Restore
Using Zoom on the View Ribbon
Using View Controls on the Status Bar
Using the Zoom Dialogue

Advanced View Tools

Using the Document Browser
Using the Show/Hide Tools
Using the Document Map
Using Thumbnails
Showing Special Characters

Using Print Preview

Navigating Print Preview
Closing Print Preview
Print Preview versus Print Layout

.....Topics Covered Continued

Using Page Setup

Using the Page Setup Chunk
Setting Margins
Changing Page Orientation
Setting Paper Size

Printing a Document

Print Commands
Using Basic Print Options
Using Advanced Print Options
Setting Printer Properties

