SOFTWARE TRAINING CENTER

Word 2007 Introduction

Duration: 1 Day

Course Overview:

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is for students who already have a basic understanding of word processing concepts and have used another word processing program. You will create, edit, and enhance standard business documents using Word 2007. The intent being for you to become more proficient and effective using Word 2007.

Who Should Attend: This course is designed for students who wish to learn the basic operations of Word 2007 to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Objectives: Upon successful completion of this course, students will be able to:

- identify and work with basic Word 2007 tools and features.
- edit text in a Word document.
- modify the appearance of text in a Word document.
- insert special characters.
- create lists.
- proof a Word document.
- control the appearance of pages in a Word document.
- use Headers and Footers.

Course Outline:

The Fundamentals
What's New in Word 2007
Understanding the Word 2007 Program Screen
Understanding the Ribbon
Office Button and Quick Access Toolbar
Using Contextual Menus and the Mini Toolbar
Using Help

Document Basics
Creating a New Document
Inserting and Deleting Text
Saving a Document
Selecting and Replacing Text
Using Undo, Redo and Repeat
Navigating through a Document
Viewing a Document
Working with the Document Window
Previewing and Printing a Document
Closing a Document

Working with and Editing Text
Checking Spelling and Grammar
Using Find and Replace
Using Word Count and the Thesaurus
Inserting Symbols and Special Characters
Cutting, Copying, and Pasting Text
Using the Office Clipboard

Formatting Characters and Paragraphs
Working with Fonts
Changing Font Styles and Effects
Creating Lists
Changing Paragraph Alignment
Adding Paragraph Borders and Shading
Changing Line Spacing
Changing Spacing Between Paragraphs
Using the Format Painter
Setting Tab Stops
Using Left and Right Indents
Using Hanging and First Line Indents

Formatting the Page
Adjusting Margins
Changing Page Orientation and Size
Using Columns
Using Page Breaks and Section Breaks
Working with Line Numbers
Working with the Page Background
Using Headers and Footers