



Microsoft Word Beginners

Duration: 5 half days (15 hours)

Objectives

In this course, students will learn how to create, edit, and enhance standard business documents using Microsoft Office Word 2007.

Target Audience

This course is intended for individuals who are new Word users and who want to gain basic knowledge of working on Word. They can be personnel at all levels of the enterprise or end-users seeking to attain competency in Microsoft Word 2007.

Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

Course Outline

Part 1: Getting started

- The Word window
- New documents
- Word Help

Part 2: Navigation and selection techniques

- Document navigation
 - Opening a document
 - Using the Go To command to move to a specific page
 - Using the Select Browse Object button
 - Using Print Layout view
 - Using Full Screen Reading view
- Selection techniques



Part 3: Editing text

- Working with text
 - Inserting and deleting text
 - Inserting the date and time
 - Inserting a symbol
- Using the Undo and Redo commands
- Cutting, copying, and pasting text

Part 4: Formatting text

- Character formatting
 - Applying character formatting
 - Using the Font dialog box
 - Using the Format Painter
 - Using Paste Special
- Tab settings
 - Examining tab stops
 - Setting and moving a custom tab stop
 - Clearing and setting other types of tabs
 - Clearing all tabs
 - Setting a tab and leader in the Tabs dialog box
- Paragraph formatting
 - Applying borders and shading
 - Adding and Editing bulleted and numbered lists
- Paragraph spacing and indents
- Automatic formatting

Part 5: Tables

- Creating tables
 - Creating a table
 - Converting text to a table
- Working with table content
 - Navigating in a table



- Selecting table elements
- Entering text in a table
- Formatting text in a table
- Changing table structure

Part 6: Page layout

- Headers and footers
 - Creating a header and footer
 - Editing headers and footers
 - Inserting page numbers
- Margins
 - Using Print Layout view to adjust margins
 - Setting margins and page orientation
 - Applying text-flow options
- Page breaks

Part 7: Proofing and printing documents

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents

Part 8: Graphics

- Adding graphics and clip art
- Working with graphics