

## MICROSOFT WORD 2007 - INTRODUCTION

### WHO SHOULD ATTEND

Those with little or no experience using Microsoft Word who are involved with the following:

- ◆ Creating, editing, navigating, and deleting documents
- ◆ Character and paragraph formatting
- ◆ Tabs and Tables
- ◆ Using margins, printing, and proofing tools

### PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows or Introduction to Macintosh OS is recommended.

### COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student the basics of Word, a powerful and full-featured word-processing program, with a main focus on documents, formatting and editing data, and printing.

### WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

### NEXT CLASS

We recommend the student enroll in the full day Word Intermediate class to learn more advanced features and concepts including Styles, Templates, and Drawing Tools.

### SKILLS LEARNED

- ◆ Basics of entering text
- ◆ The Save As versus Save command
- ◆ Opening and editing a document
- ◆ Scrolling techniques
- ◆ Keyboard shortcuts
- ◆ Searching in a document
- ◆ Select Browse Object button
- ◆ Using the AutoCorrect feature
- ◆ Moving and copying text
- ◆ Cut & Paste
- ◆ Drag & Drop
- ◆ Basic character formatting techniques
- ◆ Advanced character formatting techniques
- ◆ Paragraph formatting
- ◆ Indents and lists
- ◆ Line breaks and line spacing
- ◆ How to on Tabs
- ◆ Learning the Ruler
- ◆ Indentation techniques
- ◆ Creating and modifying a table
- ◆ Enhancing a table with formatting techniques
- ◆ Create, view, and edit Headers and Footers
- ◆ Setting margins using the ruler and menu
- ◆ Identify automatic page breaks and insert manual page breaks
- ◆ Print Preview components
- ◆ Using proofing tools such as the Spelling and Grammar feature and the Thesaurus
- ◆ Word Count and Change Case commands
- ◆ Printing a document
- ◆ Create and print envelopes and label

### COURSE OUTLINE

#### LESSON 1: Getting Started with Word

- ◆ Examine the overall features and components of Word
- ◆ Save, open, close, edit

#### LESSON 2: Navigating in a Document

- ◆ Searching using the Go To, Find, and Replace commands
- ◆ Keyboard, menu, and shortcut techniques

#### LESSON 3: Additional Editing Techniques

- ◆ Techniques and shortcuts for selecting text
- ◆ Moving and copying text

#### LESSON 4: Character and Paragraph Formatting

- ◆ Character and paragraph formatting techniques
- ◆ Working with indents, numbered lists, and bulleted lists

#### LESSON 5: Tabs and Tables

- ◆ Using the ruler to set tabs
- ◆ Creating and modifying a table
- ◆ Enhancing a table with formatting techniques

#### LESSON 6: Controlling Page Appearance

- ◆ Headers and Footers
- ◆ Page Set-up
- ◆ Margins and page breaks

#### LESSON 7: Tools and Printing

- ◆ The Print Preview and Print
- ◆ Envelopes and Labels