

Word 2007 - Level 1

Days of Training: 1

Overview

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Prerequisites

- Windows Level 1

At Course Completion

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

- Explore the various components of the Microsoft Office Word 2007 environment.
- Create a document.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Add tables to a document.
- Add graphic elements to a document.
- Proof documents to make them more accurate.
- Control a document's page setup and its overall appearance.

WORD2007L1

Lesson 1: Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Lesson 2: Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

Lesson 3: Formatting Text

- Change Font Appearance
- Highlight Text

Lesson 4: Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

Lesson 5: Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Lesson 7: Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Lesson 8: Proofing a Document

- Check Spelling, Grammar and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options