



Microsoft Word - Introduction

Microsoft Word - Introduction is a course focused on teaching you the basic concepts required to produce business documents through acquiring the knowledge to create, revise, and save documents for printing and future retrieval. Additionally, you will become familiar with the new 2007 layout, some of the improved special effects and the Live Preview feature.

Target Student: Anyone interested in acquiring skills necessary to create, edit, format, lay out, and print standard business documents using Microsoft Word.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance standard business documents.

What's Next:

Microsoft Word - Advanced Enhance your skills with Microsoft Word by learning to work with tables, templates, mail merge and document collaboration.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

Photoshop - Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

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

- Create basic documents.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Use Word tools to make your documents more accurate.
- Correctly format line, text, and paragraph spacing.
- Effectively set, adjust and remove tabs.
- Control a document's page setup and its overall appearance.





Microsoft Word - Introduction 1 Day

The Fundamentals

- Starting Word 2007
- What's New in Word 2007
- Understanding the Word 2007 Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting Word 2007

Document Basics

- Creating a New Document
- Inserting and Deleting Text
- Saving a Document
- Opening a Document
- Selecting and Replacing Text
- Using Undo, Redo and Repeat
- Navigating through a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows
- 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
- Moving and Copying Text Using the Mouse

Formatting Characters and Paragraphs

- Changing Font Type
- Changing Font Size
- Changing Font Color and Highlighting Text
- 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

- Adjusting and Removing Tab Stops
- Using Left and Right Indents
- Using Hanging and First Line Indents

Working with Themes and Styles

- Applying a Style
- Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery
- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme

Formatting the Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns
- Using Page Breaks
- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Working with the Page Background
- Adding a Cover Page and Page Numbers
- Using Headers and Footers

Working with Shapes and Pictures

- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Positioning Pictures
- Formatting Pictures
- Inserting Shapes
- Formatting Shapes
- Applying Special Effects to Shapes
- Inserting a Text Box
- Resize, Move, Copy and Delete Objects
- Aligning, Distributing, and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects