

## Microsoft Word 2007 Level 1 A One Day Training Course

### Course Aims

This course aims to give a solid introduction to Word 2007. It is entirely 'hands on' and will give participants a good understanding of creating and saving documents; editing and formatting text and paragraphs; checking work and printing.

### Course Outline

#### Getting Started

- Word Overview
- Ribbons
- Context Menus (right click menus)
- Using Help

#### Creating Documents

- Creating a New Document; Entering Text
- Saving Documents; Saving Files Automatically
- Closing a Document on Screen
- Opening an Existing Document
- Deleting Files

#### Editing Text

- Moving the cursor; Scrolling
- Selecting Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undoing Incorrect Edits; Entering the Date

#### Moving and Copying Text

- Moving and Copying Text (Cut, Copy and Paste)
- Using Drag-and-Drop

#### Working with Fonts

- Ribbon options
- The font dialog
- Right click font toolbar
- The Format Painter
- Changing Case

#### Working with Paragraphs

- What are Paragraphs in Word?
- Ribbon options
- Aligning Paragraphs; Line and Paragraph Spacing
- The Paragraph Dialog Box
- Removing Paragraph Formats

### Target Audience

Beginners or new users to Word but with the requisite skills as outlined below. The course is also suitable for those who are self taught and wish to fill in the gaps of their knowledge of Word

### Assumed Knowledge

Use of a keyboard and mouse plus knowledge of Windows

#### Indents, Bullets and Numbering

- Indenting Text
- Automatic Bullets and Numbering
- Multilevel Lists
- Bullets and Numbering settings

#### Borders, Lines and Shading

- Adding Borders
- Removing Borders and Shading

#### Spelling and Typing Error Check

- Automatic Spell Checking
- Spell Checking Selected Text or the Whole Document

#### Page Layout

- Setting Page Margins
- Portrait / Landscape
- Paper Size

#### Viewing and Printing Documents

- The View Ribbon
- Zoom
- Print Preview
- Printing

#### Tables

- Inserting a Table; Moving the cursor
- Inserting and Deleting Columns and Rows
- Changing the Width of Columns and Rows
- Changing the Alignment of a Table and Text
- Merging and Splitting Cells
- Table Tools – Borders / Shading etc
- Draw Table feature