

Microsoft® Office Word 2007: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

Windows XP Professional: Level 1/Windows XP Professional: Level 2

Windows XP: Introduction/Windows 2000: Introduction

Course Content

Lesson 1: Exploring the Word Environment

Topic 1A: Explore the User Interface
Topic 1B: Explore the Ribbon
Topic 1C: View a Document
Topic 1D: Obtain Help

Lesson 2: Creating a Document

Topic 2A: Enter Text
Topic 2B: Save a Document
Topic 2C: Preview a Document
Topic 2D: Print a Document
Topic 2E: Customize the Word Environment

Lesson 3: Editing a Document

Topic 3A: Navigate in a Document
Topic 3B: Select Text
Topic 3C: Insert Additional Text
Topic 3D: Rearranging Blocks of Text
Topic 3E: Delete Blocks of Text
Topic 3F: Undo Changes
Topic 3G: Search and Replace Text

Lesson 4: Formatting Text

Topic 4A: Change Font and Size
Topic 4B: Emphasize Text Using Font Styles and Effects
Topic 4C: Change Text Color
Topic 4D: Highlight Text
Topic 4E: Copy Formatting
Topic 4F: Clear Formatting
Topic 4G: Find and Replace Text Formatting

Lesson 5: Formatting Paragraphs

Topic 5A: Set Tabs to Align Text
Topic 5B: Change Paragraph Alignment
Topic 5C: Indent Paragraphs
Topic 5D: Add Borders and Shading
Topic 5E: Apply Styles

Topic 5F: Create Lists

Topic 5G: Change Spacing Between Paragraphs and Lines

Lesson 6: Adding Tables

Topic 6A: Create a Table
Topic 6B: Enter Data in a Table
Topic 6C: Modify the Table Structure
Topic 6D: Format a Table
Topic 6E: Convert Text into a Table

Lesson 7: Enhancing Visual Appeal Using Graphic Objects

Topic 7A: Add Visual Effect Using Symbols and Special Characters
Topic 7B: Enhance Documents with Illustrations
Topic 7C: Display Documents Using Watermarks

Lesson 8: Proofing a Document

Topic 8A: Enhance Textual Meaning Using the Thesaurus
Topic 8B: Check Spelling and Grammar
Topic 8C: Customize AutoCorrect Options
Topic 8D: Create a New Default Dictionary
Topic 8E: Check Word Count

Lesson 9: Controlling Page Appearance

Topic 9A: Modify Page Margins and Orientation
Topic 9B: Apply a Page Border and Color
Topic 9C: Display Common Header and Footer Information
Topic 9D: Insert a Page Break
Topic 9E: Modify Content in Print Preview

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