

MICROSOFT WORD 2007 ESSENTIALS

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MS Word 2007
Essentials



COURSE LENGTH: 1.0 DAYS

Microsoft Word is one of the most widely used word processing applications in the world today, so it's important for you to have a firm grasp of the basics.

The PD Training Microsoft Word 2007 Essentials Training Course helps participants to learn basic word processing tasks, such as how to type, delete and edit text, how to use essential features like formatting tools, bullets and numbering, themes, headers and footers and more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

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MICROSOFT WORD 2007 ESSENTIALS COURSE OUTLINE

FOREWORD

Microsoft Word is one of the most widely used applications in the world today, so it's important to have a firm grasp on the basics. To begin, you'll learn basic word processing tasks, such as how to type, delete, and edit text. Then, we'll look at some of Word's essentials features, including formatting tools, bullets and numbering, themes, and headers and footers.

OUTCOMES

- ▶ Open and close Word
- ▶ Use Word's new interface
- ▶ Create a new document, add and edit text
- ▶ Open, close and save files
- ▶ Use Word's templates
- ▶ Perform basic word processing functions such as selecting text, using drag and drop, and using cut, copy, and paste
- ▶ Check spelling in a document
- ▶ Format your document at a character, paragraph, page and document level
- ▶ Use the basic features of styles

MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ Action Plans and Evaluations

Lesson 2: Opening and Closing Word

- ▶ Opening Word
- ▶ Interface Overview
- ▶ Creating a Blank Document
- ▶ Typing Text
- ▶ Closing Word

Lesson 3: Working with Documents

- ▶ Saving Files
- ▶ Closing Files
- ▶ Opening Files
- ▶ Creating a Document from a Template
- ▶ Using the Recent List

Lesson 4: Your First Document

- ▶ Selecting Text with the Mouse or Keyboard
- ▶ Dragging and Dropping Text
- ▶ Checking Your Spelling
- ▶ Starting a New Page

Lesson 5: Basic Editing Tasks

- ▶ Using Cut, Copy, and Paste
- ▶ Using the Office Clipboard
- ▶ Using Undo and Redo
- ▶ Finding and Replacing Text

Lesson 6: Basic Formatting Tasks

- ▶ Understanding Levels of Formatting
- ▶ Changing Font Face and Size
- ▶ Changing the Font Colour
- ▶ Adding Font Enhancements
- ▶ Clearing Formatting

Lesson 7: Advanced Formatting Tasks

- ▶ Highlighting Text
- ▶ Changing Case
- ▶ Using the Format Painter
- ▶ Using the Font Dialog

Lesson 8: Formatting Paragraphs

- ▶ Changing Spacing
- ▶ Setting the Alignment
- ▶ Using Indents and Tabs
- ▶ Adding Bullets and Numbering
- ▶ Adding Borders and Shading

Lesson 9: Working with Styles

- ▶ About Styles
- ▶ Applying a Style
- ▶ Changing a Style
- ▶ Changing the Style Set
- ▶ Changing the Theme

Lesson 10: Formatting the Page

- ▶ Formatting Text as Columns
- ▶ Adding Headers and Footers
- ▶ Changing Page Orientation
- ▶ Changing the Page Colour
- ▶ Adding a Page Border

Lesson 11: Adding the Finishing Touches

- ▶ Adding a Cover Page
- ▶ Using the Page Setup Dialog
- ▶ Previewing Your Document
- ▶ Printing Your Document
- ▶ E-Mailing Your Document

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)