



Word 2007 Introduction

Target Audience & Purpose

Word Introduction is for people new to Word Processing, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Intermediate course.

Objectives

By the end of the course participants should be able to:

- Create, edit and save documents
- Change the appearance and layout of a document using formatting techniques
- Apply Borders and Shading to text and paragraphs
- Create headers, footers and page numbering
- Preview and print documents
- Use Spell Checker, Thesaurus, Find/Replace and AutoCorrect

Prerequisites

Participants should already:

- Be competent in using a mouse and keyboard
- Have an understanding of Windows

Exploring Word

Start Word
Use the Interface
Use the Office Button
Use the Quick Access Toolbar
Use the Mini Toolbar
Use Ribbons and Tabs
Use Dialog Box Launchers
Use Program Tabs
Use Contextual Tabs
Use Live Preview

Using Basic Document Skills

Enter Text into a Document
Save a New Document
Close a Document
Create a New Document
Open an Existing Document
Select Text
Rename an Existing Document
Save a Document in PDF or XPS Format

Using Basic Text Editing

Remove Characters
Delete Selected Text
Replace Selected Text
Cut/Copy and Paste Text

Use the Paste Options Button
Use the Clipboard Pane
Use Drag-and-Drop Editing
Use Undo and Redo

Using Character Formatting

Format Characters
Change an Existing Font
Modify the Font Size
Use Bold and Italics
Underline Text
Highlight Text
Copy Character Formatting
Change Character Case

Using Paragraph Formatting

Align Paragraphs
Click and Type to Align Text
Paragraph Spacing
Reveal Formatting
Modify Line Spacing
Copy Paragraph Formats
Apply Bullets and Numbering

Applying Borders and Shading

Add Borders and Shading to Text
Add Borders and Shading to Paragraphs
Add a Border to a Page

Remove a Borders and Shading

Working with Headers and Footers

Create Headers/Footers

Insert Page Numbers

Insert the Current Date

Create Odd, Even and First Page Headers and Footers

Checking Spelling and Grammar

Check Spelling/Grammar as You Type

Add to the Custom Dictionary

Run the Spelling Checker

Run the Grammar Checker

Check Spelling and Grammar

Working with Document Views

Switch Document Views

Hide White Space in Print Layout View

Use Full Screen Reading View

Change Document Magnification

View/Hide the Formatting Marks

Printing and Page Setup

Change the Page Orientation

Change the Document Margins

Change the Paper Size

Change the Vertical Alignment

Preview a Document

Print the Current Document or Page

Print Multiple Copies

Print Envelopes and Labels

Course Duration

One Day 9:00am to 4:00pm

Venue: 3-5 Bennett Street (Gr. Fl.)

East Perth WA 6004

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