

Word® 2007: Introduction

Course length: 1 day

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.

Target Student: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

Prerequisites: Windows

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ create a basic document by using Microsoft Word.
- ◆ edit documents by locating and modifying text.
- ◆ format text.
- ◆ format paragraphs.
- ◆ add tables to a document.
- ◆ add graphic elements to a document.
- ◆ control a document's page setup and its overall appearance.
- ◆ proof documents to make them more accurate.

Course Content

Lesson 1: Creating a Basic Document

Explore the User Interface
Open and View a Document
Customize the Word Environment
Obtain Help
Enter Text
Save a Document
Preview and Print a Document

Lesson 2: Editing a Document

Navigate and Select Text in a Document
Insert, Delete, or Rearrange Text
Undo Changes
Search and Replace Text

Lesson 3: Formatting Text

Change Font Appearance
Highlight Text

Lesson 4: Formatting Paragraphs

Set Tabs to Align Text
Control Paragraph Layout
Add Borders and Shading
Apply Styles

Create Lists

Manage Formatting

Lesson 5: Adding Tables

Create a Table
Modify the Table Structure
Format a Table
Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

Add Visual Effects Using Symbols and Special Characters
Insert Illustrations

Lesson 7: Controlling Page Appearance

Control Page Layout
Apply a Page Border and Color
Add Watermarks
Add Headers and Footers

Lesson 8: Inserting Graphic Objects

Check Spelling, Grammar and Word Count

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Enhance Textual Meaning Using the
Thesaurus
Customize AutoCorrect Options

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