

## Microsoft® Office Word 2007 Level 1 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

### 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 1-day training courses. It will provide you with the basic concepts required to produce basic business documents.

### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Create a basic document 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.

### Course Content

#### 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

#### Editing a Document

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

#### Formatting Text

- Change Font Appearance
- Highlight Text

#### Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

#### Adding Tables

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

#### Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

#### Controlling Page Appearance

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

#### Proofing a Document

- Check Spelling, Grammar, and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options