

# Microsoft Word 2007—Beginner

## One Day Course

Microsoft Word is a widely used program that enables you to create and format documents. This course focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed.

### Learning Outcomes

At the completion of this courseware participants will be able to:

- Work efficiently and safely with the computer
- Understand word processing and the types of documents that can be created
- Open, save, and close documents
- Create new documents for a variety of purposes both business and personal
- Enter and edit text in a document, including numbers and dates
- Format text and paragraphs
- Modify page layouts
- Use tabs and tables to present data and information
- Create documents with multiple columns, headers and footers
- Protect documents
- Create envelopes and labels
- Use and work with multiple documents at one time
- Print documents
- Access and use the help system

### Duration

1 day 9.30am—4.30pm

### Who Will Benefit From this Course?

This course is ideal for those who are required to produce professional looking documents and have no prior experience with word processing software. Participants will learn the basic functions of Microsoft Word such as creating and formatting documents, working with tables, printing and utilising the help function.

### Pre-requisites

This course assumes no prior knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Introduction to Computers is a suggested pre-course to provide basic computer knowledge and skills.

### Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

### Course Dates

Visit [www.interwork.com.au](http://www.interwork.com.au) for the latest course schedule and booking form or call us on (08) 8416 6500.

### Booking Details

Phone: (08) 8416 6500  
 Fax: (08) 8416 6530  
 Email: [interskills@interwork.com.au](mailto:interskills@interwork.com.au)

### Course Cost

\$245.00 per person plus GST

# Modules: Microsoft Word 2007—Beginner

This course uses a selection of the following modules

## Word Processing

Understanding Word Processing  
Types of Word Processed Documents

## Getting to Know Word

Starting Word  
The Word Screen  
Using the Ribbon  
Using Key Tips Badges  
Minimising The Ribbon  
Shortcut Menus  
Using Shortcut Menus  
Understanding Dialog Boxes  
Launching Dialog Boxes  
The Quick Access Toolbar  
Customising The Quick Access Toolbar  
The Office Button  
The Status Bar  
Customising The Status Bar  
Exiting Safely From Word

## Creating a New Document

Creating Documents in Word  
Using the Blank Template  
Typing Text  
The Save As Dialog Box  
Saving a New Document  
Typing Numbers  
Inserting the Date  
Document Proofing  
Checking Spelling and Grammar  
Making Basic Changes  
Saving an Existing Document  
Printing a Document  
Safely Closing a Document  
Filing Locations  
Naming Conventions  
Compatibility Mode

## Working With A Document

Opening An Existing Document  
Navigating With The Keyboard  
Scrolling Through A Document  
Understanding Document Views  
Changing Document Views  
Page Zooming  
Viewing the Ruler  
Showing Paragraph Marks  
Previewing A Document  
Counting Words  
The Open Dialog Box  
Finding Words and Phrases  
Replacing Words and Phrases

## Working With Text

Techniques for Selecting Text  
Selecting Text Using The Mouse  
Selecting Text Using The Keyboard

Editing In Insert Mode  
Editing Text In Overtyping Mode  
Editing in Insert and Overtyping Mode  
Deleting Text  
Using Undo, Redo, and Repeat  
Inserting Special Characters

## Cutting and Copying

Understanding Cutting and Copying  
Cutting and Pasting  
Copying and Pasting  
Drag And Drop Cutting  
Drag and Drop Copying  
Using the Clipboard Task Pane

## Font Formatting

Understand Font Formatting  
Working With Live Preview  
Changing Fonts  
Changing Font Size  
Growing and Shrinking Fonts  
Making Text Bold and Italics  
Underlining Text  
Applying Strikethrough  
Subscripting and Superscripting Text  
Highlighting Text  
Changing Case  
Changing Text Colour  
Using the Format Painter  
Using The Font Dialog Box  
Clearing Font Formatting

## Paragraph Formatting

Understanding Paragraph Formatting  
Changing Text Alignments  
Text Alignments  
Changing Line Spacing  
Changing Paragraph Spacing  
Indenting and Outdenting Paragraphs  
Starting a Bulleted List  
Adding Bullets to Existing Paragraphs  
Removing Existing Bullets  
Starting a Numbered List  
Numbering Existing Paragraphs  
Removing Existing Numbers  
Creating A Multilevel List  
Shading Paragraphs  
Applying Borders to Paragraphs  
Using The Paragraph Dialog Box

## Page Layout

Changing Page Margins  
Setting Custom Margins  
Changing Page Orientation  
Changing Paper Sizing  
Setting Custom paper Sizes  
Inserting a Page Break  
Removing Page Breaks

Inserting Page Numbers  
Formatting Page Numbers  
Removing Page Numbers

## Headers and Footers

Understanding Headers and Footers  
Quick Headers and Footers  
Creating Blank Headers and Footers  
Switching Between Headers and Footers  
Editing Headers and Footers  
Adding Page Numbering  
Adding Date Information  
Adding Document Information  
Formatting Headers and Footers

## Creating Letters

Choosing a Letter Template  
Entering the Details  
Changing the Date  
Creating an Envelope  
Creating An Envelope With A Return Address  
Formatting Text on Envelopes  
Creating a Single Label  
Creating a Sheet of Labels

## Columns

Understanding Columns  
Creating Columns  
Specifying Column Settings  
Balancing Column Text  
Inserting Column Breaks  
Deleting Column Breaks  
Creating Columns Mid page

## Multiple Documents

Opening Multiple Documents  
Switching Between Open Documents  
Arranging All  
Viewing Side By Side  
Synchronised Scrolling  
Resetting The Window Position  
Viewing One Or Two Pages  
Viewing Page Width  
Viewing 100 Per Cent  
Splitting The Window  
Opening A New Window  
Viewing Gridlines  
The Document Map  
Thumbnails

## Printing

Understanding Printing  
Print Previewing  
Quick Printing  
Selecting a Printer  
Printing the Current Page

# Modules: Microsoft Word 2007—Beginner

This course uses a selection of the following modules

Specifying a Range of Pages  
Specifying the Number of Copies

## **Tabs**

Using Default Tabs  
Settings Tabs on the Ruler  
Modifying Tabs on the Ruler  
Using The Table Dialog Box  
Tab Leaders  
Bar Tabs  
Setting Varied Tabs  
Removing Tabs

## **Tables**

Understanding Tables  
Creating a Table  
Adding Data To A Table  
Selecting In Tables  
Selecting Using The Mouse  
Inserting Columns and Rows  
Deleting Columns and Rows  
Changing Column Widths  
Changing Row Heights  
Autofitting Columns  
Shading Cells  
Modifying Borders  
Modifying Border Styles  
Choosing a Table Style

## **Saving Documents**

File Locations  
Naming Conventions  
Compatibility Mode  
Saving As A Different Name  
Saving In Another Location  
Saving In Another Version  
Saving In A Web Format  
Saving As Plain Text  
Saving AS XML  
Saving As A Template  
Saving As Macro Enabled  
Saving With thumbnails  
Saving Tags And Author Details

## **Setting Word Options**

Understanding Word Options  
Personalising Word  
Setting Display Options  
Understanding File Locations  
Setting File Locations  
Understanding Save Options  
Setting Save Options

## **Getting Help**

Understanding How Help Works  
Accessing the Help Window  
Browsing for Help  
Returning to the Home Page

Using the Table of Contents  
Searching Using Keywords  
Disconnecting Online Help  
Printing A Help Topic  
Working With Screen Tips  
Dialog Box Help  
Other Sources of Help

## **General Computer Operation**

Setting Up An Ergonomic Workstation  
Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Electronic File Management  
Managing File Folders  
Creating a Quick File Listing  
Workplace Standards