



Work more efficiently and create great looking documents using MS Word 2007.

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

Course Length: 1.0 days

## 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

#### Word 2007 Essentials Training Course - Lesson 1 **Getting Started**

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

#### Word 2007 Essentials Training Course - Lesson 2 **Opening and Closing Word**

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

#### Word 2007 Essentials Training Course - Lesson 3 **Working with Documents**

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

#### Word 2007 Essentials Training Course - Lesson 4 **Your First Document**

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

#### Word 2007 Essentials Training Course - Lesson 5 **Basic Editing Tasks**

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

#### Word 2007 Essentials Training Course - Lesson 6 **Basic Formatting Tasks**

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

#### Word 2007 Essentials Training Course - Lesson 7 **Advanced Formatting Tasks**

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

#### Word 2007 Essentials Training Course - Lesson 8 **Formatting Paragraphs**

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

#### Word 2007 Essentials Training Course - Lesson 9 **Working with Styles**

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

#### Word 2007 Essentials Training Course - Lesson 10 **Formatting the Page**

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



Word 2007 Essentials Training Course - 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

Word 2007 Essentials Training Course - Lesson 12  
**Wrapping Up**

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

**Web Links:**

View this course online:

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