

Microsoft Office Word 2007 Introduction

Tuition: \$225 6 Hours

Prerequisite:

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

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



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