
IT Training Course Description

Understanding the Basics of Microsoft Word 2007

Description

Attendees learn the basics of word-processing. Topics include documents, formatting text, working with tabs, paragraph formatting, organizing data with bulleted and numbered lists, creating tables, and printing documents.

Course length: 1.5 hours

Prerequisites

- ✓ PC Basics (or equivalent knowledge of basic computer skills)
- ✓ Working knowledge of Windows. Must be able to minimize, maximize, open and close windows; navigate to specified directories and save documents to those directories.

Objectives

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

- ✓ Create and save a document.
- ✓ Open an existing document.
- ✓ Format text.
- ✓ Set margins.
- ✓ Utilize tabs.
- ✓ Format and indent Paragraphs.
- ✓ Use lists and tables to organize data.
- ✓ Insert, modify and remove page numbers.
- ✓ Print documents

Topics Covered

Lesson 1: Exploring the Word 2007 Interface

- ✓ Exploring the User Interface
- ✓ Exploring the Ribbon
- ✓ Viewing a Document

Lesson 2: Creating a Document

- ✓ Entering Text
- ✓ Saving a Document
- ✓ Previewing a Document
- ✓ Printing a Document
- ✓ Customizing the Word Environment

Lesson 3: Formatting Text

- ✓ Using the Formatting Painter

IT Training Course Description

Lesson 4: Setting Margins

Lesson 5: Working with Tabs

- ✓ Using Tabs
- ✓ Setting Tabs
- ✓ Moving and Removing Tabs

Lesson 6: Formatting Paragraphs

- ✓ Paragraph Alignment

Lesson 7: Indenting Paragraphs

- ✓ Using the Increase and Decrease Indent Buttons
- ✓ Indenting Using the Ruler
- ✓ Changing Paragraph Spacing

Lesson 8: Working with Lists

Lesson 9: Using Tables to Organize Your Data

- ✓ Inserting a Table with the Insert Table Dialog Box
- ✓ Inserting a Table with the Table Grids
- ✓ Entering Data Into a Table
- ✓ Modifying Table Structure

Lesson 10: Working with Page Numbers

- ✓ Inserting Page Numbers
- ✓ Removing the Page Number from the First Page of Your Document

Lesson 11: Proofing Your Document

Lesson 12: Printing Your Document