

Word 2007

Introduction

Target Audience & Purpose

Word Introduction is for people new to Word Processing, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Advanced course.

Objectives

By the end of the course participants should be able to:

- Create, edit and save documents
- Change the appearance and layout of a document using formatting techniques
- Create headers, footers and page numbering
- Preview and print documents
- Use Spell Checker, Thesaurus, Find/Replace and AutoCorrect
- Create and format tables

Prerequisites

Participants should be competent users of Word and should already be able to:

- Be competent in using a mouse and keyboard
- Have an understanding of Windows

Inclusions

- Comprehensive step-by-step training manual
- Free telephone support
- Light lunch and refreshments

Exploring Word

- Start Word
- Use the Interface
- Use the Office Button
- Use the Quick Access Toolbar
- Customize the Quick Access Toolbar
- Use the Mini Toolbar
- Use Ribbons and Tabs
- Use Dialog Box Launchers
- Use Program Tabs
- Use Contextual Tabs
- Use Live Preview
- Exit Word

Using Basic Document Skills

- Enter Text into a Document
- Save a New Document
- Close a Document
- Create a New Document
- Open an Existing Document
- Scroll using the Mouse
- Move using the Keyboard,
- Select Text
- Use Overtyping Mode
- Create a New Folder
- Rename an Existing Document
- Save a Document in PDF or XPS Format

Working with Document Views

- Switch Document Views
- Hide White Space in Print Layout View
- Use Full Screen Reading View
- Change Document Magnification
- Display/Hide the Rulers
- View/Hide the Formatting Marks
- Open Multiple Documents
- Switch between Documents,
- Compare Side by Side Documents
- Use Synchronous Scrolling

Using Basic Text Editing

- Remove Characters
- Delete Selected Text
- Replace Selected Text
- Cut/Copy and Past Text
- Use the Paste Options Button
- Use the Clipboard Pane
- Change Office Clipboard Options
- Share the Office Clipboard
- Use Drag-and-Drop Editing
- Use Undo and Redo

Checking Spelling and Grammar

- Check Spelling/Grammar as You Type
- Add to the Custom Dictionary
- Set Global Spelling Checker Settings
- Set Exceptions for a Document
- Use the Exclusion Dictionary
- Run the Spelling Checker
- Run the Grammar Checker
- Select Grammar and Style Options
- Use Contextual Spelling
- Check Spelling and Grammar

Printing

- Preview a Document
- Print the Current Document or Page
- Print Multiple Copies
- Print Envelopes and Labels

Using Character Formatting

- Format Characters
- Change an Existing Font
- Modify the Font Size
- Use Bold and Italics
- Underline Text, Highlight Text
- Copy Character Formatting
- Change Character Case

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Using Paragraph Formatting

- Align Paragraphs
- Click and Type to Align Text
- Paragraph Spacing
- Reveal Formatting
- Modify Line Spacing
- Copy Paragraph Formats

Indenting Paragraphs

- Change the Left Indent
- Indent the first line
- Create a Hanging Indent
- Create a Right Indent

Using Document Formatting

- Format Documents
- Insert a Manual Page Break
- Remove a Manual Page Break
- Change the Page Orientation
- Change the Document Margins
- Change the Paper Size
- Change the Vertical Alignment

Formatting with Document Themes

- Select a Theme
- Create Theme Colors & Fonts
- Change Theme Effects

Using Numbers and Bullets

- Create & Remove Numbered or Bulleted List,
- Change a Bullet or Number Style

Working with Headers and Footers

- Create Headers/Footers
- Insert Page Numbers
- Insert the Current Date
- Create a First Page Header/Footer
- Alternate Odd and Even Headers/Footers
- Set the Starting Page Number

Exploring the Research Task Pane

- Open the Research Task Pane
- Add Research Services
- Use the Thesaurus
- Translate Text
- Searching for Information

Using Find and Replace

- Use Find, Use Find Options
- Find Special Characters
- Find a Format, Use Replace

Inserting Dates and Symbols

- Insert the Date & Time
- Insert Symbols and Special Characters

Applying Borders and Shading

- Add Borders and Shading to Text
- Add a Border to a Page & a Table
- Remove a Border from a Table
- Add and Remove Shading

Working with Tables

- Create & Navigate a Table
- Enter Text into a Table
- Insert a Blank Line
- Use Table Styles
- Hide and Show Gridlines
- Use the Draw Table Feature
- Convert Existing Text into a Table
- Insert Quick Tables

Working with AutoFormat

- Use AutoFormat as You Type
- Change AutoFormat Options

Using AutoCorrect

- Use AutoCorrect
- AutoCorrect Exceptions
- Create an AutoCorrect Entry
- Delete an AutoCorrect Entry

Using Quick Parts

- Create a Quick Part
- Add Quick Parts to a Document
- Insert Document Property Fields
- Use the Building Blocks Organizer

Setting Tabs

- Use, Set Delete and Move Tab Stops
- Clear All Tabs
- Create a Leader Tab
- Create a Bar Tab