

## Microsoft Word 2007 Module 1

*Ideal for Short Courses: 2 day (12 – 16 hours)*

### General Description

*Microsoft Word 2007 Module 1* 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. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.

This publication 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 as the learner will be required to start applications, work with and copy files, and locate file folders.

### Learning Outcomes

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

- Start and work with Microsoft Word 2007, its screens, menus, and dialog boxes
- Create a new document from scratch
- Work with existing documents
- Work with text, including performing search and replace operations
- Cut and copy text around a document
- Format both text and paragraphs to produce appealing documents
- Work with page layout and design features
- Create and work with tabs and tables
- Print documents
- Create letters and envelopes
- Perform a mail merge operation
- Enhance documents by adding pictures, WordArt, and drawings
- Personalise Microsoft Word settings
- Access additional help and information as required.

### Publications in Series

INF710 Module 1 (ISBN 978-1-921340-02-4)

INF711 Module 2 (ISBN 978-1-921340-03-1)

INF770 Module 1 – with Challenge Exercises (ISBN 978-1-921340-07-9)

INF771 Module 2 – with Challenge Exercises (ISBN 978-1-921340-08-6)

*The challenge exercises are additional end-of-chapter exercises designed to challenge the learner's understanding of the concepts covered in the preceding chapter. They can be used to entertain faster learners, as assessments, or simply as an informal test of the learner's ability to perform the tasks.*

### Options Available

- ✓ Content can be further customised to customer requirements\*
- ✓ Rebadging available to accommodate customer's cover, footer details, etc\*
- ✓ Can be purchased as an electronic licence
- ✓ Courseware files can be downloaded free of charge from our website
- ✓ Additional resources (test banks, outline, lesson plans, support sheets, challenge exercises, solutions, etc) available on the *Office 2007 Extras CD*

*Note: Content customisation and rebadging subject to minimum quantities.*

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## Module 1

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