

# Microsoft Word 2007 Level 1

*Ideal for Short Courses: 1 day (6 – 8 hours)*

## General Description

*Microsoft Word 2007 Level 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 tables
- Print documents
- Access additional help and information as required.

## Publications in Series

INF712 Level 1 (ISBN 978-1-921340-04-8)

INF713 Level 2 (ISBN 978-1-921340-05-5)

INF714 Level 3 (ISBN 978-1-921340-06-2)

INF772 Level 1 – with Challenge Exercises (ISBN 978-1-921340-09-3)

INF773 Level 2 – with Challenge Exercises (ISBN 978-1-921340-10-9)

INF774 Level 3 – with Challenge Exercises (ISBN 978-1-921340-11-6)

*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 teaching resources (test banks, outline, lesson plans, support sheets, challenge exercises, solutions, etc) available for these publications. Contact us for further information

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

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## Level 1

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