

Microsoft Word 2007 Module 1 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Word 2007 Module 1 (with Challenge Exercises) are sufficient to be sufficient to create real-world documents including letters, memos, faxes, basic newsletters, and the like.
Learning Outcomes	At the completion of Microsoft Word 2007 Module 1 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none"> • work with the basic features of Word • create a new document • open, navigate, preview and count the words in a document and understand how a document is presented on the screen • select and work with text in a document • cut and copy information within and between documents • use a range of font formatting techniques. • format paragraphs • work effectively with features that affect the page layout of your document • create and work with various types of tabs and tables • print a document • create and print letters, envelopes and labels • use the Mail Merge Wizard to perform mail merges • insert and work with pictures and shapes • insert and work with WordArt • modify Word options • find the information you need in Help
Target Audience	Microsoft Word 2007 Module 1 (with Challenge Exercises) 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 also contains practice exercise files.
Prerequisites	Microsoft Word 2007 Module 1 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	308 pages
Approx* Duration	51.3 hrs
Course Disk	Many of the topics in Microsoft Word 2007 Module 1 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF770.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, May 04, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Publisher Details
Watsonia Publishing
 Telephone: (61 3) 9851 4000 Facsimile: (61 3) 9851 4001
 Web Site: www.watsoniapublishing.com

Product Information

Microsoft Word 2007

Module 1 (with Challenge Exercises)

Contents

Getting To Know Word

- Starting Word
- The Word Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Word

Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A New Document
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing a Document
- Practice Exercise

Working With A Document

- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Understanding Document Views
- Changing Document Views
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
- Practice Exercise

Working With Text

- Techniques For Selecting Text

Selecting Text Using The Mouse

- Selecting Text Using The Keyboard
- Editing In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click And Type
- Inserting Symbols And Special Characters
- Understanding Find And Replace
- The Find And Replace Dialog Box
- Finding Words And Phrases
- Replacing Words And Phrases
- Using Go To
- Practice Exercise

Cutting And Copying

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane
- Copying Between Documents
- Cutting Between Documents
- Pasting Between Documents
- Using Paste Special
- Practice Exercise

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronous Scrolling
- Resetting The Window Position
- Viewing One Or Two Pages
- Viewing Page Width
- Viewing 100 Per Cent
- Splitting The Window
- Opening A New Window
- Viewing Gridlines
- The Document Map
- Thumbnails
- Practice Exercise

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting
- Practice Exercise

Paragraph Formatting

- Understanding Paragraph Formatting
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Removing Existing Numbers
- Creating A Multilevel List
- Shading Paragraphs
- Applying Borders To Paragraphs
- Using The Paragraph Dialog Box
- Practice Exercise

Headers And Footers

- Understanding Headers And Footers
- Quick Headers And Footers
- Creating A Blank Header
- Creating A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Adding Page Numbering

Your supplier is:

Product Information



Adding Date Information
Adding Document Information
Formatting Headers And Footers
Practice Exercise

Page Layout

Changing Page Margins
Setting Custom Margins
Changing Page Orientation
Changing Paper Sizing
Setting Custom Paper Sizes
Inserting Page Breaks
Removing Page Breaks
Inserting Page Numbers
Formatting Page Numbers
Removing Page Numbers
Practice Exercise

Tabs

Using Default Tabs
Setting Tabs On The Ruler
Modifying Tabs On The Ruler
Using The Tabs Dialog Box
Tab Leaders
Bar Tabs
Setting Varied Tabs
Removing Tabs
Practice Exercise

Tables

Understanding Tables
Creating A Table
Adding Data To A Table
Selecting In Tables
Selecting Using The Mouse
Inserting Columns And Rows
Deleting Columns And Rows
Changing Column Widths
Changing Row Heights
Autofitting Columns
Shading Cells
Modifying Borders
Modifying Border Styles
Choosing A Table Style
Practice Exercise

Printing

Understanding Printing
Print Previewing
Quick Printing
Selecting A Printer
Printing The Current Page
Specifying A Range of Pages
Specifying The Number Of Copies
Practice Exercise

Creating Letters

Choosing A Letter Template

Entering The Details
Changing The Date
Creating An Envelope
Creating An Envelope With A
Return Address
Formatting Text On Envelopes
Creating A Single Label
Creating A Sheet Of Labels
Practice Exercise

Mail Merging

Understanding Mail Merging
The Mail Merge Wizard Process
Selecting The Starting Document
Selecting A Recipient List
Writing The Details
Previewing The Letters
Completing The Merge
Practice Exercise

Pictures

Understanding Pictures
Inserting A Picture
Selecting A Picture
Positioning A Picture
Moving A Picture
Resizing A Picture Using The
Ribbon
Resizing A Picture Using The Size
Dialog Box
Resizing A Picture Using The
Mouse
Deleting A Picture
Applying Picture Styles
Resetting A Picture
Replacing A Picture
Practice Exercise

Shapes

Understanding Shapes
Using The Drawing Canvas
Inserting Shapes
Selecting Shapes
Positioning Shapes And Drawings
Moving Shapes And Drawings
Resizing Shapes Using The
Ribbon
Resizing Shapes Using The
Dialog Box
Resizing Shapes Using The
Mouse
Deleting A Shape
Applying Shape Styles
Changing Shapes
Inserting A Shape Outside A
Drawing Canvas
Adding Text To A Shape
Practice Exercise

WordArt

Understanding WordArt
Creating WordArt
Selecting WordArt
Editing WordArt Text
Positioning WordArt
Moving WordArt
Resizing WordArt Using The
Ribbon
Resizing WordArt Using The
Dialog Box
Resizing WordArt Using The
Mouse
Deleting WordArt
Changing The WordArt Style
Practice Exercise

Setting Word Options

Understanding Word Options
Personalising Word
Setting Display Options
Understanding File Locations
Setting File Locations
Understanding Save Options
Setting Save Options
Practice Exercise

Getting Help

Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help
Practice Exercise

Concluding Remarks

Your supplier is:

Product Information