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:

- 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.

Product Information

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Contents

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Product Information

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