

## Microsoft Word 2007 Level 1 (with Challenge Exercises)

<b>General Description</b>	The skills and knowledge acquired in Microsoft Word 2007 Level 1 (with Challenge Exercises) are sufficient to give a sound understanding of how documents are created, formatted, and printed.
<b>Learning Outcomes</b>	At the completion of Microsoft Word 2007 Level 1 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none"><li>• work with the basic features of Word</li><li>• create a new document</li><li>• open, navigate, preview and count the words in a document and understand how a document is presented on the screen</li><li>• select and work with text in a document</li><li>• cut and copy information within and between documents</li><li>• use a range of font formatting techniques.</li><li>• format paragraphs</li><li>• work effectively with features that affect the page layout of your document</li><li>• create and modify tables</li><li>• print a document</li><li>• find the information you need in Help</li></ul>
<b>Target Audience</b>	Microsoft Word 2007 Level 1 (with Challenge Exercises) 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.
<b>Prerequisites</b>	Microsoft Word 2007 Level 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.
<b>Pages</b>	182 pages
<b>Approx* Duration</b>	30.3 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Word 2007 Level 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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF772.
<b>Methodology</b>	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.
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* 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 Thursday, May 08, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Your supplier is:

**Product Information**



## **Printing**

- Understanding Printing
- Print Previewing
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- Selecting A Printer
- Printing The Current Page
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## **Getting Help**

- Understanding How Help Works
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- Browsing For Help
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## **Concluding Remarks**

Your supplier is:

**Product Information**