

Microsoft Word 2007 Level 1 (with Challenge Exercises)

General Description	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.
Learning Outcomes	At the completion of Microsoft Word 2007 Level 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 modify tables• print a document• find the information you need in Help
Target Audience	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.
Prerequisites	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.
Pages	182 pages
Approx* Duration	30.3 hrs
Course Disk	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 www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF772.
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 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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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

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

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

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

Your supplier is:

Product Information



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

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