

PerCom Solutions

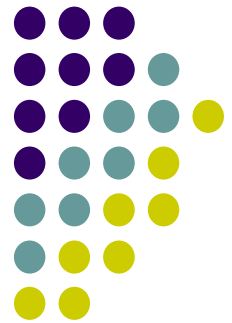
MICROSOFT WORD 2007

LEVEL: INTRODUCTION

DURATION: 1 Day

AUDIENCE: An introduction to Word Processing for users who have keyboard skills and a good understanding of using PC's in a Windows environment.

OBJECTIVES: On successful completion of the course delegates will be able to perform the basic functions of Word such as: Preparing and printing letters, reports etc.; Enhancing and editing text and paragraphs.



COURSE OUTLINE

Introduction:

- Starting Word
- The Screen Layout
- The Office Button
- Word Ribbon
- Tabs/Contextual Tabs
- Quick Access Toolbar
- Using Help

Basic Functions:

- Insert/Delete/Select Text/Symbols
- Using Undo & Redo
- Finding & Replacing Text
- Saving Files/Creating Folders
- Opening & Closing Files

Character Formatting:

- Using Bold, Italics & Underline
- Changing Font Styles & Sizes
- Changing Font Attributes
- Removing Formatting
- Changing Case
- Using Drop Caps

Printing/Previewing Documents:

- Previewing The Document
- Using Zoom & Document Views
- Using The Print Dialogue Box

Paragraph Formatting:

- Aligning Paragraphs
- Indenting Paragraphs
- Changing the Line Spacing
- Changing Paragraph Spacing
- Using the Tab key
- Setting & Using Tabs
- Hyphenation

Changing The Page Layout:

- Changing Margins
- Changing Orientation
- Changing Paper Size
- Inserting Page Breaks
- Inserting Page Numbers

Moving & Copying Text:

- Moving Text (Cut & Paste)
- Copying Text (Copy & Paste)
- Copying Between Documents
- Using Drag & Drop
- Using The Office Clipboard
- Understanding Smart Tags

Automating Your Document:

- Creating Documents Using Templates
- Check Spelling & Grammar
- AutoCorrect