

Course overview



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Word 2007 Basic (s707eng, 1-day)

Overview

This one-day course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Word 2007 exam (70-601). For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced.

Objectives

- Use the elements of the Word window, create and save documents, and access and use Help.
- Open a Word document; navigate by using the scrollbars, the keyboard, the Go To command, and the Select Browse Object button; switch document views; and select text by using the keyboard, mouse, and selection bar.
- Insert text, dates, times, symbols, and special characters; use the Undo and Redo commands; and cut, copy, and paste text.
- Change the appearance of text by applying character formatting; align text by setting tabs; format paragraphs by aligning them, adding borders, and applying bullets and numbering; change paragraph indents, line spacing, and paragraph spacing; and set AutoFormat options.
- Create tables; navigate, select elements, add text, and apply formatting in a table; and change the structure of tables.
- Add headers and footers to a document; set and change margins; and add and delete manual page breaks.
- Proof a document and use the thesaurus; use AutoCorrect to insert text automatically; find and replace text; and preview and print documents.
- Insert graphics and clip art; move graphics; modify graphics by cropping, rotating, resizing, and adjusting contrast in them; and wrap text around graphics.

Contents

- **Getting started** • The Word window • New documents • Word Help
- **Navigation and selection techniques** • Document navigation • Selection techniques
- **Editing text** • Working with text • Using the Undo and Redo commands • Cutting, copying, and pasting text
- **Formatting text** • Character formatting • Tab settings • Paragraph formatting • Paragraph spacing and indents • Automatic formatting
- **Tables** • Creating tables • Working with table content • Changing table structure
- **Page layout** • Headers and footers • Margins • Page breaks
- **Proofing and printing documents** • Checking spelling and grammar • Using AutoCorrect • Finding and replacing text • Printing documents
- **Graphics** • Adding graphics and clip art • Working with graphics

Who should attend?

The target student for this course is interested in learning how to use the basic features of Word 2007 to enter and edit text, browse documents, format text, use tables, insert headers and footers in a document, proof and print documents, and insert graphics.

Prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the Windows XP: Basic or Windows Vista: Basic course or have equivalent experience.

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