



Overview

This course in Word is designed to give new users a comprehensive introduction to word processing software. Though the mouse is used, efficient use of the keyboard is integrated into all exercises. Learners will create and manage documents and insert various elements into them. Though direct formatting of documents is a necessary focus, the rapid formatting provided by using Word 2007 themes, style sets and galleries is also explored. A clear understanding of custom tabulation, headers, footers and page numbering options will give users confidence in controlling documents.

Prerequisites

Windows operating system and file management skills

Objectives

- ⊙ Create save and print documents
- ⊙ Use help effectively
- ⊙ Format text directly or with Quick Styles
- ⊙ Insert Symbols, Quick Parts, AutoText, page numbers, headers and footers
- ⊙ Format paragraph alignment, indentation and custom tabulation
- ⊙ Work with variety of page views
- ⊙ Preview and print documents

Outline

Introduction to Word 2007

The Word Environment
 Setting Options for Using Word
 Introducing Word Processing
 Starting Word
 Understanding the Word Screen and the Ribbon
 Creating a Document
 Accessing Word's Help Feature
 Managing Documents
 Saving, Opening, and Closing Documents
 File Formats in Word 2007
 Converting Word 2003 Documents to Word 2007 File Format
 Working with Multiple Windows
 Navigating with Keystrokes and Mouse
 Selecting Text with Mouse or Keystrokes
 Inserting or Typing Over Text

Editing Documents

Manipulating Text
 Using Cut, Copy and Paste Functions to Move Text
 Using Drag and Drop to Move Text
 Copying and Pasting Text from another Document
 Inserting another Word Document File into the Current Document

Using Keystroke Shortcuts
 Inserting Symbols and Special Characters
 Creating a Building Blocks Entry
 Undo and Redo
 Find and Replace Text
 Using Find and Replace to Modify Text Formatting
 Using AutoComplete and AutoText

Formatting Text

Direct Formatting of Text Using the Font and Paragraph groups within the Home Tab
 Copying and Pasting Text Formatting
 Formatting with the Quick Styles gallery
 Formatting Documents with Themes
 Using Live Preview to Choose Themes
 Applying a Different Font Set from a Theme

Formatting Paragraphs

Aligning and Indenting Paragraphs
 Formatting with the Quick Styles gallery
 Custom Tabulation
 Adding Borders and Shading
 Spacing and Setting Custom Tab Stops

Formatting Pages

Changing the View and Page Layout
 Using Page Numbers, Headers, and Footers

Previewing and Printing a Document