

COURSE OUTLINE

MICROSOFT WORD 2007

INTRODUCTION

(Duration: 1 Day)

Course Objectives

This course covers the essential concepts of Word 2007 and word processing, including guidance on how to use the new Word interface and topics helping you to create a document from scratch. This course concentrates on entering text, simple text editing, checking spelling and grammar, printing, and different ways of viewing your document. In addition lessons cover document formatting, including styles, themes, tabs, numbered and bulleted lists, and headers and footers.

Prerequisites

An understanding of Windows.

Course Outline

Exploring Word

- Working with Word
- Starting Word
- Using the Office Fluent User Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview
- Exiting Word

Using Basic Document Skills

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Overtyping mode
- Creating a New Folder
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format

Using Basic Text Editing

- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Office Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-and-Drop Editing
- Using Undo and Redo

Checking Spelling and Grammar

- Checking Spelling/Grammar as you Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling

Printing

- Previewing a Document
- Quick Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies

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- Printing Envelopes and Labels

Getting Help

- Searching for Help
- Getting Help in Dialog Boxes

Using Character Formatting

- Formatting Characters
- Changing an Existing font
- Modifying the Font Size
- Using Bold and italics
- Underlining Text
- Highlighting Text
- Copying Character Formatting
- Changing Character Case

Using Paragraph Formatting

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click and Type to Align Text
- Modifying paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats

Using Section Breaks

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting and Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break

Indenting Paragraphs

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

Using Styles

- Using the Quick Style Gallery
- Using the Style Inspector
- Managing Styles

- Applying Styles
- Creating a Style
- Adding a Style to Style Gallery
- Editing an Existing Style
- Clearing formats and Styles
- Deleting a Style

Formatting with Document Themes

- Selecting a Theme
- Creating New Colour themes
- Creating New Theme Fonts
- Changing Theme Effects

Using Document Formatting

- Formatting Documents
- Inserting Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment

Using Numbers and Bullets

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

Working with Headers and Footers

- Creating a Header/Footer using the Galleries
- Inserting Page Numbers Using Gallery
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd and Even Headers/Footers
- Setting the Starting Page Number

For further information

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