



Microsoft Word 2007 -Introduction

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Microsoft Word -Introduction is a course focused on teaching you the basic concepts required to produce business documents through acquiring the knowledge to create, revise, and save documents for printing and future retrieval. Additionally, you will become familiar with the new 2007 layout, some of the improved special effects and the Live Preview feature.

Target Student: Anyone interested in acquiring skills necessary to create, edit, format, lay out, and print standard business documents using Microsoft Word.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance standard business documents.

Other Word 2007 Courses:

Microsoft Word - Advanced Students will take their knowledge of Word to the next level. Learn to work with longer documents and different document views. Students will also learn about collaboration tools and adding objects to documents.

Microsoft Word - Working with Long Documents Learn to work with long documents to create a table of contents, an index and use referencing tools. Students will learn to add cross-references, footnotes, endnotes and bookmarks to their documents.

Microsoft Word - Styles and Formatting Learn to work with Word styles to create consistent formatting that is easy to create and modify.

Microsoft Word - The Mail Merge Process Mail Merge is a great tool to use for creating large quantities of letters or labels. Students will learn the mail merge process to develop letters and labels to a list of different contacts. Students will also learn to work with different mail merge tools to help customize letters and labels.

Performance-Based Objectives

- Create basic documents.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Use Word tools to make your documents more accurate.
- Correctly format line, text, and paragraph spacing.
- Effectively set, adjust and remove tabs.
- Control a document's page setup and its overall appearance.



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1 Day

The Fundamentals
 Starting Word 2007
 What's New in Word 2007
 Understanding the Word 2007 Program Screen
 Understanding the Ribbon
 Using the Office Button and Quick Access Toolbar
 Using Keyboard Commands
 Using Contextual Menus and the Mini Toolbar
 Using Help
 Exiting Word 2007

Document Basics
 Creating a New Document
 Inserting and Deleting Text
 Saving a Document
 Opening a Document
 Selecting and Replacing Text
 Using Undo, Redo and Repeat
 Navigating through a Document
 Viewing a Document
 Working with the Document Window
 Viewing Multiple Document Windows
 Previewing and Printing a Document
 Closing a Document

Working with and Editing Text
 Checking Spelling and Grammar
 Using Find and Replace
 Using Word Count and the Thesaurus
 Inserting Symbols and Special Characters
 Cutting, Copying, and Pasting Text
 Using the Office Clipboard
 Moving and Copying Text Using the Mouse

Formatting Characters and Paragraphs
 Changing Font Type
 Changing Font Size
 Changing Font Color and Highlighting Text
 Changing Font Styles and Effects
 Creating Lists
 Changing Paragraph Alignment
 Adding Paragraph Borders and Shading
 Changing Line Spacing
 Changing Spacing Between Paragraphs
 Using the Format Painter

Setting Tab Stops
 Adjusting and Removing Tab Stops
 Using Left and Right Indents
 Using Hanging and First Line Indents

Working with Themes and Styles
 Applying a Style
 Creating a Style
 Modifying and Deleting a Style
 Working with the Styles Gallery
 Creating a New Quick Style Set
 Selecting, Removing, and Printing Styles
 Comparing and Cleaning Up Styles
 Applying Document Themes
 Creating New Theme Colors and Fonts
 Save a New Document Theme

Formatting the Page
 Adjusting Margins
 Changing Page Orientation and Size
 Using Columns
 Using Page Breaks
 Working with Section Breaks
 Working with Line Numbers
 Working with Hyphenation
 Working with the Page Background
 Adding a Cover Page and Page Numbers
 Using Headers and Footers

Working with Shapes and Pictures
 Inserting Clip Art
 Inserting Pictures and Graphics Files
 Positioning Pictures
 Formatting Pictures
 Inserting Shapes
 Formatting Shapes
 Applying Special Effects to Shapes
 Inserting a Text Box
 Resize, Move, Copy and Delete Objects
 Aligning, Distributing, and Grouping Objects
 Flipping and Rotating Objects
 Layering Objects

