



WORD 2007

INTRODUCTION

COURSE CODE : WD207TRO DURATION : 1 DAY

COURSE AIMS

This course is designed to and help users navigate around this new version with ease - customising the toolbar to allow commonly-used functions to be found quickly! It gives an introduction to Word 2007 and will give candidates a good understanding of text production, editing, formatting and printing including the use of various features to automate the production of documents.

DELEGATE PRE-REQUISITES

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Word is required.

COURSE OUTLINE

EXCEL WORKPLACE

- The 2007 Workplace
- How to Find Commands in 2007
- Customising The Quick Access Toolbar
- The Office Button
- Customising the New Status Bar
- What's New in Word 2007

SETTING UP A NEW DOCUMENT

- Page Margins & Orientation
- Other Page Setup Options
- Adding / Editing / Overtyping / Deleting Data
- Undo / Redo
- Inserting the Date
- Aligning Text
- Controlling Page Breaks

MOVING AROUND A DOCUMENT

- Using the Mouse
- Using the Keyboard
- Find & Replace

SELECTION TECHNIQUES

- Using the Mouse
- Using the Keyboard

MOVING AND COPYING TECHNIQUES

- Using the Office 2007 Clipboard
- Smart Tags
- Working with Multiple Documents
- Displaying Multiple Documents on Screen
- Copying data between Applications

TEXT FORMATTING

- Font Formatting
- Format Painter
- Change Case Functions
- Super/Subscripts
- Inserting Symbols / Special Characters
- New Features in Word 2007

BULLETS AND NUMBERING

- Using and Customising Bullets
- Single Level Numbering
- Paragraph Spacing
- Line Spacing
- Manual Indentation
- Using Automatic Paragraph Numbering Effectively

USING AUTOCORRECT

- The Autocorrect Options
- Adding to the Autocorrect Library
- Controlling the Features

THE AUTOTEXT FEATURE

- Adding entries to Autotext
- Using Autotext

THE PROOFING TOOLS

- Spell Check
- Thesaurus
- Grammar Checker
- Using Autocorrect from Spell Checker

PRINT AND PRINT PREVIEW

- The New Views in Word 2007
- Print Preview
- Printing Options



FAST TRACK
COMPUTER TRAINING