

Word 2007: Basic

1 day

Description

This ILT Series 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 (77-601). For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Unit 1: Getting started

Topic A: The Word window
Topic B: New documents
Topic C: Word Help

Unit 2: Navigation and selection techniques

Topic A: Document navigation
Topic B: Selection techniques

Unit 3: Editing text

Topic A: Working with text
Topic B: Using the Undo and Redo commands
Topic C: Cutting, copying, and pasting text

Unit 4: Formatting text

Topic A: Character formatting
Topic B: Tab settings
Topic C: Paragraph formatting
Topic D: Paragraph spacing and indents
Topic E: Automatic formatting

Unit 5: Tables

Topic A: Creating tables
Topic B: Working with table content
Topic C: Changing table structure

Unit 6: Page layout

Topic A: Headers and footers
Topic B: Margins
Topic C: Page breaks

Unit 7: Proofing and printing documents

Topic A: Checking spelling and grammar
Topic B: Using AutoCorrect
Topic C: Finding and replacing text
Topic D: Printing documents

Unit 8: Graphics

Topic A: Adding graphics and clip art
Topic B: Working with graphics