

Microsoft Word 2007 - Introduction



This course is designed for the new or inexperienced user who has a need to use the programme on a regular basis. Delegates attending the course will be able to create professional looking documents, edit them, modify the formatting and use the various tools and shortcuts available within Word in an efficient and timely manner.

This course can be tailored to your specific needs.

Duration: 1 day

The course covers the following:-

The Word Environment

- ▶ The Word Window
- ▶ Use the Ribbon
- ▶ The Quick Access Toolbar
- ▶ Use Shortcut Menus
- ▶ Customise the Status Bar
- ▶ Exit Word

Creating A Basic Document

- ▶ Create A New Document
- ▶ Enter Text
- ▶ Insert Dates
- ▶ Preview a Document
- ▶ Print a Document
- ▶ Save a Document

Working With A Document

- ▶ Open and Close Documents
- ▶ Navigate Throughout a Document
- ▶ Document Views
- ▶ Page Zooming

Working With Text

- ▶ Select Text
- ▶ Insert And Overtyping Modes
- ▶ Delete Text
- ▶ Cut And Paste
- ▶ Copy And Paste
- ▶ Undo And Redo
- ▶ Find And Replace Text
- ▶ Insert Symbols

Formatting Text

- ▶ Use Live Preview
- ▶ Change Font And Size and Colour
- ▶ Apply Bold, Italics And Underline
- ▶ Highlight Text
- ▶ Copy Formats
- ▶ Apply Bullets
- ▶ Apply Numbers
- ▶ Change Case

Formatting Paragraphs

- ▶ Change Paragraph Alignment
- ▶ Indent Paragraphs
- ▶ Paragraph Spacing
- ▶ Line Spacing
- ▶ Borders And Shading

Proofing A Document

- ▶ Check Spelling and Grammar
- ▶ The Thesaurus

Working With The Page

- ▶ Change Page Margins
- ▶ Select Paper Size
- ▶ Page Orientation
- ▶ Headers And Footers
- ▶ Insert Page Numbers
- ▶ Insert and Remove Page Breaks



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