



## Microsoft® Office Word 2007

### Microsoft® Office Word 2007: Course Outlines

**Duration: 2 Day/s**

**Overview:**

Word processing is the use of computers to create, revise and save documents for printing and future retrieval. This course will provide you with the basic concepts required to produce basic business documents that contain text, graphics, tables, formatting, and more!

**Pre Requisites:**

Students must have a good working knowledge of the System Platform and Computing Skills.

**Creating a Basic Document**

- The Word® environment
- Orientation to views
- Help task pane

**Enter text**

- New blank document
- Formatting marks
- Word wrap
- Default typing options

**Editing a Document**

- Navigate through a document
- Insert text
- Select text
- Create an AutoText entry
- Move and Copy text
- Clipboard Task Pane
- Delete blocks of text
- Undo changes
- Find and Replace text options

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## **Formatting Text**

Change font and size  
Apply font styles and effects  
Change text colour  
Highlight text  
Copy formats  
- Format painter  
Clear formats  
- Reveal Formatting Task Pane  
Find and replace text formatting

## **Formatting Paragraphs**

Set tabs  
- Tabs  
- Margins  
Change paragraph alignment  
Indent paragraphs  
Add borders and shading  
Apply styles  
- Styles  
- Styles and Formatting Task Pane  
Create Lists  
Change spacing between paragraphs and lines

## **Proofing a Document**

Use the Thesaurus  
Research task Pane  
Thesaurus  
Check spelling and grammar  
Main dictionary  
Readability statistics  
Create a few custom dictionary  
Check word count  
Modify document in Print Preview

## **Adding Tables**

Create a table  
Enter data into tables  
- Move around table position  
AutoFormat a table  
Convert text into a table

## **Insert Graphic Elements**

Insert Symbols and Special characters  
Insert clip art  
- Clip Art Task Pane  
- Resize clips

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## **Add a Watermark**

- Watermarks

## **Controlling Page Appearance**

Set page orientation

Change page margins

Apply a page border

Add Headers and Footers

- Headers and Footers

- Fields

Insert a page break

- Automatic page breaks

- Manual page breaks

## **Managing Lists**

Sort a list

- Sort types

- Sort fields

Restart a list

Create an Outline Numbered List

Customise list appearance

## **Customize Tables and Charts**

Sort a table

Modify table structure

Merge or split cells

Position text in a table cell

Apply borders and shading

Perform calculations in a table

- Formulas in Word tables

Create a chart from a Word table

- Charts

- Microsoft Graph

Modify a chart

- Chart types

## **Customize Formatting**

Modify character spacing

Add text effects

Control paragraph flow

## **Working with Custom Styles**

Create a character or paragraph style

- Common style types

- Templates

Modify an existing style

Create a List style

Create a Table style

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## **Modifying Pictures**

Set picture contrast or brightness

Crop a picture

Wrap text around a picture

- Text wrapping styles

## **Creating Customized Graphic Elements**

Draw shapes and lines

- Drawing objects options

- The drawing canvas

Insert WordArt

Insert text boxes

Create diagrams

## **Controlling Text Flow**

Insert Section breaks

- Document sections

- Types of section breaks

Insert columns

Link text boxes

## **Create a Document based on a Template**

- Template locations

Create a document by using a Wizard

Create or modify a template

Change the default template location

## **Saving a Document**

Save versus save As

## **Preview a document**

Print Preview options

## **Word Help and Resources**

Help Task Pane

Word resources