

Course Description: Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Who Should Attend: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction, and Windows 2000: Introduction.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Create a basic document by using Microsoft Word.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.
- Proof documents to make them more accurate.

Course Outline:

Creating a Basic Document

Explore the User Interface
Open and View a Document
Customize the Word Environment
Obtain Help
Enter Text
Save a Document
Preview and Print a Document

Editing a Document

Navigate and Select Text in a Document
Insert, Delete, or Rearrange Text
Undo Changes
Search and Replace Text

Formatting Text

Change Font Appearance
Highlight Text

Formatting Paragraphs

Set Tabs to Align Text
Control Paragraph Layout
Add Borders and Shading
Apply Styles
Create Lists
Manage Formatting

Adding Tables

Create a Table
Modify the Table Structure
Format a Table
Convert Text to a Table or Tables to Text

Inserting Graphic Objects

Add Visual Effects Using Symbols and Special Characters
Insert Illustrations

Controlling Page Appearance

Control Page Layout
Apply a Page Border and Color
Add Watermarks
Add Headers and Footers

Proofing a Document

Check Spelling, Grammar and Word Count
Enhance Textual Meaning Using the Thesaurus
Customize AutoCorrect Options