

Course ID

M-WORD07L1

Course Duration

1 day

Course Title

Microsoft® Office Word 2007: Level 1

Related Courses

- Microsoft Office Word 2007: Level 2 (M-WORD07L2, 1 day)
- Microsoft Office Word 2007: Level 3 (M-WORD07L3, 1 day)

Aimed At

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.

Group Size

5-15

Prerequisites

- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Windows XP Professional: Level 2 (M-WINXPL2, 1 day)

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 above courses or possess equivalent knowledge before starting with this course.

Course in a Nutshell

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.

Microsoft® Office Word 2007: Level 1 is one of a series of Eogogics courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The (MCAS) program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To You will learn how to create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

**Course
Outline**

Lesson 1: Creating a Basic Document

- Topic 1A: Explore the User Interface
- Topic 1B: Open and View a Document
- Topic 1C: Customize the Word Environment
- Topic 1D: Obtain Help
- Topic 1E: Enter Text
- Topic 1F: Save a Document
- Topic 1G: Preview and Print a Document

Lesson 2: Editing a Document

- Topic 2A: Navigate and Select Text in a Document
- Topic 2B: Insert, Delete, or Rearrange Text
- Topic 2C: Undo Changes
- Topic 2D: Search and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font Appearance
- Topic 3B: Highlight Text

Lesson 4: Formatting Paragraphs

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

Lesson 5: Adding Tables

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

- Topic 6A: Add Visual Effects Using Symbols and Special Characters
- Topic 6B: Insert Illustrations

Lesson 7: Controlling Page Appearance

- Topic 7A: Control Page Layout
- Topic 7B: Apply a Page Border and Color
- Topic 7C: Add Watermarks
- Topic 7D: Add Headers and Footers
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Lesson 8: Proofing a Document

- Topic 8A: Check Spelling, Grammar and Word Count
- Topic 8B: Enhance Textual Meaning Using the Thesaurus
- Topic 8C: Customize AutoCorrect Options

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.