



Call 0800 112 3034 or 020 8546 5034 for bookings and information

## **WORD 2007 ESSENTIALS**

This one day course has been designed for those with little or no experience of using Word 2007.

### **1. Word 2007 Screen**

- Work with the new ribbon in Word 2007
- Add tools to the Quick Access Toolbar
- Use the Office Button
- Use Live Preview and make selection
- Select tools from the Mini Toolbar
- Work with Super tool tips
- Use Launchers to display dialog boxes

### **2. Creating Documents**

- Create, save and format a document
- Printing documents

### **3. Modifying Documents**

- Indent paragraphs and change line spacing
- Create bullet and number lists
- Change format of bullets and number lists
- Apply borders and shading to paragraphs
- Add a header or footer and page numbers to documents

### **4. Adding Features to Documents**

- Insert a table
- Enter information in a table
- Insert a Picture