

Word 2007 Part I (Proficient)

- Designed for:** Those who wish to learn this popular word processing program
- Pre-requisites:** Familiarity with the Windows environment and basic keyboarding experience
- Objectives:** To teach the Word 2007 program to an employable level and to cover part of the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Word Processing) exam.

Course Content

- Lesson One – Including: Loading the Word 2007 program, keying in text, naming and saving a document, editing text, printing a document, closing a document, accessing Help. navigating around a document selecting and editing text, using Word options, the Quick Access toolbar, print preview and zoom
- Lesson Two – Including: opening an existing document, page breaks, different screen views Show/hide formatting marks, navigation, formatting text, text alignment, creating a new blank document, click and type, the repeat command, font effects, changing the case of text, clear formatting
- Lesson Three – Including: Spell check and grammar check, thesaurus and research pane, translate text Line and paragraph spacing, changing margins, switch rulers on/off, view multiple windows, undo and redo, word count, creating a new folder, save a file with a different name and format
- Lesson Four – Including: AutoCorrect, building blocks, automatic date and time feature, modify and update a field, set custom tabulation stops, remove tabulation stops, delete AutoCorrect entries
- Lesson Five – Including: Move text using cut and paste, duplicate text using copy and paste, use keyboard shortcut, use the clipboard to paste multiple items, format painter, find and replace text, find text and apply reading highlight, find and replace text format, use search options in find and replace
- Lesson Six – Including: Indenting text, applying bullets to a list and changing bullet format, applying numbers to a list and changing number format, multilevel numbering, formatting numbering levels, copying information between documents, selecting non adjacent areas of text
- Lesson Seven – Including: Text flow options, inserting page numbers, changing the start number, changing the page number format, headers and footers, insert and delete section breaks, page orientation, printing selected pages, go to
- Lesson Eight – Including: Creating a table, formatting table contents, text direction, inserting/deleting rows and columns, column width and row height, borders/shading, merging/splitting cells, simple calculations, set repeating headers rows, distribute columns evenly, convert text to a table, sorting, table styles
- Lesson Nine – Including: Creating WordArt, inserting text boxes, drawing objects, grouping, insert clipart, background colour, the draw table tool, text watermarks, columns, inserting a column break
- Lesson Ten – Including: Applying a quick style, create and modify a style, create a new document based on an installed template, create a new document based on a new template, document themes, changing theme colours and fonts, saving a custom theme, centred vertical alignment, compatibility mode and deleting custom themes

Benefits

- Learn how to use this popular word processing program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 26 hours

What next: Excel 2007 Part I