



Introduction to Microsoft Word 2007/2010

One-Day Course

Windows

Course Overview:

This course is especially designed for people who will be creating letters and other short documents. The commands covered in this course will help you to efficiently create a professional looking document.

Course Content:

Create and Edit a Document

- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 and 2010.
- Get acquainted with the new Backstage View in Office 2010.
- Name the parts of the Microsoft Word screen.
- Create a simple letter.
- Save and edit a Document.

Changing the Appearance of a Document

- Move around a document
- Efficiently select text.
- Undo and redo actions.
- Cut, copy and paste.

Formatting a Document

- Make your document look better using the many character formatting features.
- Apply paragraph formatting to your paragraphs.
- Set, change and delete a custom tab.
- Indent Paragraphs Using the Ruler.
- Change the margins and orientation of your document.
- Use Automatic and Manual Page Breaks.

Reviewing and Printing Document

- Check spelling, preview and print document.
- Find and replace text and use Help.