



Introduction to Microsoft Word 2007

One-Day Course

Windows

Course Overview:

This course is especially designed for people who will be writing letters and producing short documents. Learning the commands covered in this course will help you to create professional documents efficiently and easily.

Course Content:

Creating and Editing Documents

- Identifying the parts of the Microsoft Word 2007 Screen
- Creating a Document using the new Word 2007 features
- Saving and Editing a Document
- Managing Files

Changing the Appearance of a Document

- Moving and Selecting Text
- Undo and Redo Actions
- Cut, Copy and Paste functions

Formatting a Document

- Formatting Characters
- Formatting Paragraphs
- Indenting Paragraphs Using the Ruler
- Creating Tabs
- Formatting a Page
- Using Automatic and Manual Page Breaks

Review and Printing a Document

- Checking the spelling, previewing and printing a document
- Finding and replace Text and Using Help