Microsoft Word 2007 Introduction
A One-Day Training Course

Course Aims
This intensive one-day training course is designed to enable users to get to grips with the main features of Microsoft Word 2007, including a thorough treatment of the new 'Ribbon' interface. It is entirely 'hands on', so delegates will get practice in using the software in a real life and practical way.

Who Should Attend?
The course is intended for new users of Microsoft Word 2007 who want to become productive in the shortest possible time. Delegates should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Word is required.

Course Outline
Starting Out
• Meeting Microsoft Office Word 2007 • Creating a Document • Navigating in Your Document
• Doing More with Your Document • Working with Your Document • Getting Help in Word

The New Ribbon Interface
• Getting Aquainted • The Quick Access Toolbar • Ribbons and Chunks • The Home Ribbon
• The Insert Ribbon • The View Ribbon

Advanced Ribbons
• The Page Layout Ribbon • The References Ribbon • The Mailings Ribbon • The Review Ribbon
• Contextual Ribbons

Creating Documents
• Create a New Document • Selecting Text • Moving Text • Applying Advanced Text Effects

Doing More with Text
• Fonts on the Home Ribbon • The Font Dialogue • Using Tabs • Paragraph Options

Printing and Viewing your Document
• Using Layouts and Views • Basic Viewing Tools • Advanced View Tools • Using Print Preview
• Using Page Setup • Printing a Document