

Word 2007 Level 1

Profile

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target Student: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Office Specialist certification in Microsoft Office Word 2007 can also take this course.

Course outline:

Lesson 1: Exploring the Word Environment

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: View a Document

Topic 1D: Obtain Help

Lesson 2: Creating a Document

Topic 2A: Enter Text

Topic 2B: Save a Document

Topic 2C: Preview a Document

Topic 2D: Print a Document

Topic 2E: Customise the Word Environment

Lesson 3: Editing a Document

Topic 3A: Navigate in a Document

Topic 3B: Select Text

Topic 3C: Insert Additional Text

Topic 3D: Rearranging Blocks of Text

Topic 3E: Delete Blocks of Text

Topic 3F: Undo Changes

Topic 3G: Search and Replace Text

Lesson 4: Formatting Text

Topic 4A: Change Font and Size

Topic 4B: Emphasise Text Using Font Styles and Effects
Topic 4C: Change Text Color
Topic 4D: Highlight Text
Topic 4E: Copy Formatting
Topic 4F: Clear Formatting
Topic 4G: Find and Replace Text Formatting

Lesson 5: Formatting Paragraphs
Topic 5A: Set Tabs to Align Text
Topic 5B: Change Paragraph Alignment
Topic 5C: Indent Paragraphs
Topic 5D: Add Borders and Shading
Topic 5E: Apply Styles
Topic 5F: Create Lists
Topic 5G: Change Spacing Between Paragraphs and Lines

Lesson 6: Adding Tables
Topic 6A: Create a Table
Topic 6B: Enter Data in a Table
Topic 6C: Modify the Table Structure
Topic 6D: Format a Table
Topic 6E: Convert Text into a Table

Lesson 7: Enhancing Visual Appeal Using Graphic Objects
Topic 7A: Add Visual Effect Using Symbols and Special Characters
Topic 7B: Enhance Documents with Illustrations
Topic 7C: Display Documents Using Watermarks

Lesson 8: Proofing a Document
Topic 8A: Enhance Textual Meaning Using the Thesaurus
Topic 8B: Check Spelling and Grammar
Topic 8C: Customise AutoCorrect Options
Topic 8D: Create a New Default Dictionary
Topic 8E: Check Word Count

Lesson 9: Controlling Page Appearance
Topic 9A: Modify Page Margins and Orientation
Topic 9B: Apply a Page Border and Color
Topic 9C: Display Common Header and Footer Information
Topic 9D: Insert a Page Break

Topic 9E: Modify Content in Print Preview

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Skills

Upon successful completion of this course, students will be able to:

- explore the various components of the Microsoft Office Word 2007 environment.
- create a document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- proof documents to make them more accurate.
- control a document's page setup and its overall appearance.