

Fundamentals of Microsoft Word 2007™

Microsoft Office Word 2007 has a completely new user interface - convert quickly and easily in this one day course

Who is it for

This course is suitable for everyone who has some experience of using a previous version of Microsoft Word and would like to update their skills to the new version.

What is it about

Delegates will learn how to navigate the Word Environment utilising the ribbon and new keyboard shortcuts, create professional looking documents with ease and speed, and understand how to swap documents with older versions.

Course Overview

- Explore the various user interface elements
- How to master the Ribbon
- New Keyboard Shortcuts
- See how contextual tabs work to manipulate, edit, and format a document
- Use Word 2007 galleries to apply design features
- Customise the Word environment
- Apply quick styles to format documents
- Control a document's page setup and its overall appearance
- Adding and removing page breaks
- Quickly apply document themes to ensure a professional and consistent document design
- Use SmartArt for flow charts, illustrations and much more
- Utilising new template features
- Add tables to a document
- Modifying table structures
- Formatting tables
- Set-Up Header and Footers
- Saving & Opening files
- Working with Word 2007 and legacy systems
- Proofing the document with spelling and grammar
- Utilising the Thesaurus
- Setting up a mail merge
- Merging to Lists
- Creating a Selective Mail Merge

What do I get out of it?

The new ribbon layout and new features in Microsoft Office Word 2007 make producing professional documents a breeze. This course will have you up to speed in no time.