

Microsoft Word 2007 | Beginners

LivingWandsworth

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Course overview

This course is designed to help you create your own documents, quickly and easily, using Microsoft Word 2007. The course covers the basics of good document design, common features, and provides useful tips and techniques to help you use Word 2007 effortlessly.

Who the course is aimed at

Anyone who wants to create any type of document. From simple letters to complex documents, whether it's for personal use, school, or business.

Prerequisites

You need to have basic PC skills using Windows, mouse and the keyboard.

Course topics

Introduction

- Documents, a brief introduction
- Defining a document and its components
- About MS Word 2007
- How to get help

Getting Started

- Getting to know the Ribbon
- Creating a new document
- Page orientation
- Setting properties
- Setting margins
- The first page
- Saving documents
- Opening an already saved document

Adding text and formatting

- Adding text
- Formatting text
- Formatting paragraphs
- Format painter
- Special characters

Managing text

- Selecting text
- Cut copy and paste
- Find and replace

Tables

- When to use tables
- Creating tables
- Formatting tables

Headers footers and page numbers

- Creating headers and footers
- Creating sections
- Adding page numbers

Special objects

- Inserting hyperlinks
- Pictures and clipart
- Shapes and SmartArt

Proofing document

- Spellchecking and grammar checking
- Full screen reading
- Statistics

Saving and printing

- Basic save
- Legacy save
- PDF save
- Printing