

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce and store a document
- * Access and retrieve data for editing
- * Edit simple text to a required format and layout
- * Organise and maintain text in a table
- * Edit text using productivity features
- * Produce complex documents to a required format and layout
- * Create a standard document using an existing template

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

GETTING STARTED

- * The Microsoft Word 2007 screen
- * The Office Button, Tabs, Groups & Dialog box launcher
- * Using the default Word document
- * Creating, Opening and Closing
- * Saving your file using a different name
- * Using Help within Microsoft Word

TEXT FORMATTING

- * Font type, size and formatting
- * Case changing
- * Highlighting and Font colour
- * Copying and Removing formatting
- * Inserting, deleting, undo and redo
- * Copying and Moving (cutting) text
- * Using the Clipboard

PARAGRAPH FORMATTING

- * Paragraph marks
- * Aligning text & Indenting paragraphs
- * Single or double line spacing
- * Spacing above or below paragraphs
- * Applying bullets or Numbering a list
- * Setting and removing tabs
- * Finding And Replacing Text
- * Applying styles to a word, line or a paragraph

PAGE FORMATTING

- * Page orientation and paper size
- * Page margins and Page breaks
- * Page numbering
- * Inserting Date and Time
- * Headers and footers
- * Cover pages
- * Adding a border and shading Paragraph and border options
- * Widow paragraphs & orphan paragraphs

TABLES

- * Inserting & Navigating within a table
- * Selecting cells, rows, columns or table
- * Inserting and deleting rows & columns
- * Modifying column width or row height
- * Adding shading to cells
- * Modifying border width, colour & style
- * Sorting data within a table
- * Formulas and tables
- * Merging and splitting cells

GRAPHICS

- * Inserting Pictures, Clip Art, Shapes and SmartArt
- * Selecting, resizing & deleting graphics
- * Copying, Moving & Grouping
- * Inserting a watermark

MULTIPLE DOCUMENTS

- * Switching between open documents
- * Tiling or cascading documents
- * Comparing documents side by side
- * Copying or moving between documents
- * Using the Zoom
- * Page views

PROOFING AND PRINTING

- * Spell checking a document
- * Printing options
- * Previewing and printing a document

CUSTOMISING MICROSOFT WORD

- * Microsoft Word templates
- * Saving documents to a specific location
- * Saving document in different formats
- * Modifying Word & Display options
- * Hyphenation

TEXT EDITING

- * Inserting special characters & symbols
- * AutoCorrect and AutoFormat
- * Animated text effects
- * Text wrapping options
- * Text orientation formatting options
- * WordArt

SECTION BREAKS AND COLUMNS

- * Creating sections within a document
- * Creating multiple column layouts
- * Applying and deleting column breaks

TEXT BOXES

- * Inserting a Text Box
- * Resizing, moving and deleting
- * Formatting and Linking Text Boxes

MAIL MERGE

- * Starting the Mail Merge Wizard
- * Using the Mail Merge Wizard
- * Creating a mailing list to be used within a mail merge
- * Merging a mailing list to produce labels