

Word 2007 - Level 1

Course Outline

The essential concepts of Word 2007 and word processing, including guidance on how to use the new Word interface, and topics helping you to create a document from scratch are covered in Word 2007, Level 1. This course concentrates on entering text, simple text editing, checking spelling and grammar, printing, and different ways of viewing your document.

Information on character, paragraph, and document formatting, including styles, themes, tabs, numbered and bulleted lists, and headers and footers are also covered.

Prerequisites:

An understanding of Windows

Objectives:

- Explore the new Word interface
- Use basic document skills
- Use basic text editing
- Check spelling and grammar
- Print documents
- Work with document views
- Get help
- Use character formatting
- Use paragraph formatting
- Use section breaks
- Indent paragraphs
- Use styles
- Format with document themes
- Use document formatting
- Set tabs
- Use numbers and bullets
- Work with headers and footers