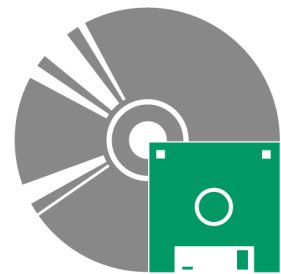


Microsoft Office

Word 2007 1-Day Introduction Course

This intensive course is designed as an introduction to Microsoft Word 2007. It is an entirely hands on course, which will give those attending a good basic understanding of the features of the product. On request, we will tailor client specific introduction courses to meet your requirements, please contact us for further details.



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Course Outline

Introduction to Word

Loading and quitting Word 2007

The main screen:

- Fluid ribbon interface
- Ribbon tabs
- Quick Access Toolbar
- Document views
- Zoom control

Create & Save Documents

- Open new and existing document
- Close a document
- Save a document
- Save a document with another name
- Save as another type (eg web page, text)
- Delete a document

Edit Documents

- Moving around in documents
- Selecting (highlighting) text
- Word Wrap in paragraphs
- Deleting text
- Undo and Redo commands
- Smart tags
- Format fonts
- Change case
- Cut, copy, paste, format painter
- Office clipboard task pane

Page Settings

- Set margins
- Set page orientation
- Set paper size

Paragraph Settings

- Alignment
- Line spacing,
- Indents
- Tabs

Search Tools

- Find text
- Find and replace text
- Wildcards
- Go to

Proofing Tools

- Set language
- Spelling and grammar
- Thesaurus and Research task pane
- Word Count

Preview & Print Documents

- Print preview
- Printing commands and settings
- Quick Print command

Word 2007 Help Options

WHO SHOULD ATTEND

New or inexperienced users of Microsoft Word 2007, who wish to use it with confidence. No prior word processing knowledge is expected, although an understanding of Windows and using a mouse is assumed.