MS Word 2007 Essentials

Course Length: 1.0 days

Work more efficiently and create great looking documents using MS Word 2007.

This dynamic training course is available now throughout Hong Kong, including Central.

This Word 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

Word 2007 Essentials Course Outline

Foreword:

Microsoft Word is one of the most widely used applications in the world today, so it's important to have a firm grasp on the basics. To begin, you'll learn basic word processing tasks, such as how to type, delete, and edit text. Then, we'll look at some of Word's essentials features, including formatting tools, bullets and numbering, themes, and headers and footers.

Outcomes:

- Open and close Word
- Use Word's new interface
- Create a new document, add and edit text
- Open, close and save files
- Use Word's templates
- Perform basic word processing functions such as selecting text, using drag and drop, and using cut, copy, and paste
- Check spelling in a document
- Format your document at a character, paragraph, page and document level
- Use the basic features of styles

Word 2007 Essentials Training Course - Lesson 1
Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

Word 2007 Essentials Training Course - Lesson 2
Opening and Closing Word

- Opening Word
- Interface Overview
- Creating a Blank Document
- Typing Text
- Closing Word

Word 2007 Essentials Training Course - Lesson 3
Working with Documents

- Saving Files
- Closing Files
- Opening Files
- Creating a Document from a Template
- Using the Recent List

Word 2007 Essentials Training Course - Lesson 4
Your First Document

- Selecting Text with the Mouse or Keyboard
- Dragging and Dropping Text
- Checking Your Spelling
- Starting a New Page

Word 2007 Essentials Training Course - Lesson 5
Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text

Word 2007 Essentials Training Course - Lesson 6
Basic Formatting Tasks

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Adding Font Enhancements
- Clearing Formatting

Word 2007 Essentials Training Course - Lesson 7
Advanced Formatting Tasks

- Highlighting Text
- Changing Case
- Using the Format Painter
- Using the Font Dialog

Word 2007 Essentials Training Course - Lesson 8
Formatting Paragraphs

- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Adding Borders and Shading

Word 2007 Essentials Training Course - Lesson 9
Working with Styles

- About Styles
- Applying a Style

Word 2007 Essentials Training Course - Lesson 10
Formatting the Page

- Formatting Text as Columns
- Adding Headers and Footers

Word 2007 Essentials Training Courses are delivered by **pd training's** Word 2007 Essentials Training specialists and counselors in Central and Hong Kong wide.

- Changing a Style
- Changing the Style Set
- Changing the Theme

- Changing Page Orientation
- Changing the Page Color
- Adding a Page Border

Word 2007 Essentials Training Course - Lesson 11
Adding the Finishing Touches

- Adding a Cover Page
- Using the Page Setup Dialog
- Previewing Your Document
- Printing Your Document
- E-Mailing Your Document

Word 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

Web Links:

View this course online:
http://pdtraining.com.hk/courses/word-2007-essentials-training-course
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