



# MICROSOFT<sup>®</sup> OFFICE WORD 2007

## DESCRIPTION

MICROSOFT OFFICE WORD TEACHES HOW TO WORK WITH DIFFERENT TYPES OF DOCUMENTS USING A VARIETY OF FEATURES TO CREATE, MODIFY, AND FORMAT COMMON BUSINESS REPORTS SUCH AS LETTERS, REPORTS, FORMS AND NEWSLETTERS. THIS COURSE IS DESIGNED FOR THOSE PEOPLE WHO REQUIRE THE SKILLS NECESSARY TO USE A WORD PROCESSING PROGRAM ON A DAILY BASIS IN A BUSINESS ENVIRONMENT.

## OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- CREATE NEW DOCUMENTS
- MANIPULATE TEXT
- FORMAT CONTENT
- WORK WITH TABS
- FORMAT DOCUMENTS
- USE PUBLISHING TOOLS
- WORK WITH ILLUSTRATIONS
- INSERT SHAPES AND SMART ART
- USE TABLES
- CUSTOMIZE WORD ITEMS
- BUILD CONTENT
- CREATE MASS MAILINGS
- SHARE DOCUMENTS
- WORK WITH REFERENCES

## TARGET AUDIENCE

STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT.

PREREQUISITE SKILLS INCLUDE THE ABILITY TO LAUNCH PROGRAMS AND OPEN AND SAVE DOCUMENTS. FOR NEW USERS TO THE MICROSOFT WORD PROGRAM THE INTRODUCTION TO MICROSOFT WORD WORKSHOP IS RECOMMENDED.

## CONTENT

- ▣ NAVIGATING & SAVING DOCUMENTS
- ▣ USING CUT, COPY & PASTE
- ▣ FINDING & REPLACING ITEMS
- ▣ FORMATTING CHARACTERS & PARAGRAPHS
- ▣ LINE & PARAGRAPH SPACING
- ▣ CREATING TAB STOPS
- ▣ CREATING LISTS & OUTLINES
- ▣ SETTING UP DOCUMENTS
  - PAGE SIZE
  - ORIENTATION
  - MARGINS
  - PAGE BREAKS
  - COVER PAGES
- ▣ CREATING HEADERS & FOOTERS
- ▣ FORMATTING WITH STYLES
- ▣ WORKING WITH COLUMNS
- ▣ DOCUMENTS BORDERS & BACKGROUNDS
- ▣ WORKING WITH GRAPHICS
  - PICTURES
  - CLIPART
  - SHAPES
  - SMART ART
  - TEXT BOXES
  - WORDART
- ▣ CREATING & MANIPULATING TABLES
- ▣ WORKING WITH FORMULAS
- ▣ SORTING & FILTERING LISTS
- ▣ CHANGING WORD OPTIONS
- ▣ WORKING WITH TEMPLATES
- ▣ USING THEMES
- ▣ UNDERSTANDING BUILDING BLOCKS
- ▣ ENVELOPES, LABELS AND MAIL MERGE
- ▣ REVIEWING & PROTECTING DOCUMENTS
- ▣ DIGITAL SIGNATURES
- ▣ REFERENCING INFORMATION SOURCES
- ▣ CREATING BOOKMARKS & INDEXES
- ▣ CREATING TABLE OF CONTENTS