

## Microsoft Word 2007 - Introduction

### General Description

Develop the skills to produce documents such as letters, memos and basic reports.

### Learning Outcomes

- Navigate the Ribbon, launch dialog boxes and customise the Quick Access Toolbar
- Create a new document and perform basic file management
- Navigate a document, switch between alternative document views and apply page zooming
- Select text using keyboard and mouse techniques, edit text and use find and replace procedures
- Cut, copy and paste content, use the Clipboard task pane and apply paste special options
- Change font formatting, modify the case of text, use the format painter and clear font formatting
- Adjust text alignment, indent paragraphs, create bulleted and numbered lists and shade paragraphs
- Change page orientation, set page margins, insert page breaks and add page numbering
- Create a table, insert and delete columns and rows, autofit columns and apply table styles
- Print preview a document, perform a quick print and adjust print settings
- Access the Help window, browse help topics, search help using keywords and work with screen tips

### Duration

One Day

### Prerequisite

Basic understanding of the Microsoft Windows operating system

### Topics

Getting to know Word

Creating a New Document

Working with a Document

Working with Text

Cutting and Copying

Font Formatting

Paragraph Formatting

Page Layout

Tables

Printing

Getting Help