



### Learning outcomes

This course focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed.

### Target audience

This course is ideal for people who work in offices, for clubs, or charities where there is a requirement to produce reports, tabularised numbers and the like.

### The course will cover the following topics

#### Getting To Know Word

- Starting Word
- The Word Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Word

#### Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A New Document
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing a Document

#### Working With A Document

- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Understanding Document Views
- Changing Document Views
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
- The Open Dialog Box

#### Working With Text

- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing In Insert Mode

- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click And Type
- Inserting Symbols And Special Characters
- Understanding Find And Replace
- The Find And Replace Dialog Box
- Finding Words And Phrases
- Replacing Words And Phrases
- Using Go To

#### Cutting And Copying

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane

#### Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting

#### Paragraph Formatting

- Understanding Paragraph Formatting
- Changing Text Alignments
- Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List

- Numbering Existing Paragraphs
- Removing Existing Numbers
- Creating A Multilevel List
- Shading Paragraphs
- Applying Borders To Paragraphs
- Using The Paragraph Dialog Box

#### Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

#### Tables

- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables
- Selecting Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Modifying Border Styles
- Choosing A Table Style

#### Printing

- Understanding Printing
- Print Previewing
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range of Pages
- Specifying The Number Of Copies

#### Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic

**Pro-efficient Professional**

**The Future ON TRACK – TRAINED**

Ph: 0419 797 932 Email: [info@sutherlandcomputers.com.au](mailto:info@sutherlandcomputers.com.au)

Web: [www.sutherlandcomputers.com.au](http://www.sutherlandcomputers.com.au)