



MS Word 2007
Essentials



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

Word 2007 Essentials Training Course

Word 2007 Essentials Training Course 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.

Course Length

1-day

Learning Outcomes

By the end of this course, participants should be able to:

- Open and close Word
- Use Word's new interface
- Create a new document and 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 outline

Word 2007 Training Course - Lesson 1

Getting Started

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

Word 2007 Training Course - Lesson 2

Opening and Closing Word

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

Word 2007 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 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 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 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 Training Course - Lesson 7

Advanced Formatting Tasks

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

Word 2007 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 Training Course - Lesson 9

Working with Styles

- About Styles
- Applying a Style
- Changing a Style
- Changing the Style Set
- Changing the Theme

Word 2007 Training Course - Lesson 10

Formatting the Page

- Formatting Text as Columns
- Adding Headers and Footers
- Changing Page Orientation
- Changing the Page Color
- Adding a Page Border

Word 2007 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 Training Course - Lesson 12

Wrapping Up

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

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