

## ExecuTrain Course Outline

# Microsoft® Office Word 2007: Level 1

ET84381

1 day

### Description:

This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents. This course is intended for individuals who want to gain basic knowledge of working on Word.

### Prerequisites:

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

Windows XP Professional: Level 1

Windows XP Professional: Level 2

Windows XP: Introduction

Windows 2000: Introduction

### Objective:

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. Upon successful completion of this course, students will be able to:

- explore the various components of the Microsoft Office Word 2007 environment.
- create a document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- proof documents to make them more accurate.
- control a document's page setup and its overall appearance.

**Outline:****Lesson 1: Exploring the Word Environment**

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: View a Document

Topic 1D: Obtain Help

**Lesson 2: Creating a Document**

Topic 2A: Enter Text

Topic 2B: Save a Document

Topic 2C: Preview a Document

Topic 2D: Print a Document

Topic 2E: Customize the Word Environment

**Lesson 3: Editing a Document**

Topic 3A: Navigate in a Document

Topic 3B: Select Text

Topic 3C: Insert Additional Text

Topic 3D: Rearranging Blocks of Text

Topic 3E: Delete Blocks of Text

Topic 3F: Undo Changes

Topic 3G: Search and Replace Text

**Lesson 4: Formatting Text**

Topic 4A: Change Font and Size

Topic 4B: Emphasize Text Using Font Styles and Effects

Topic 4C: Change Text Color

Topic 4D: Highlight Text

Topic 4E: Copy Formatting

Topic 4F: Clear Formatting

Topic 4G: Find and Replace Text Formatting

**Lesson 5: Formatting Paragraphs**

Topic 5A: Set Tabs to Align Text

Topic 5B: Change Paragraph Alignment

Topic 5C: Indent Paragraphs

Topic 5D: Add Borders and Shading

Topic 5E: Apply Styles

Topic 5F: Create Lists

Topic 5G: Change Spacing Between Paragraphs and Lines

## **Lesson 6: Adding Tables**

Topic 6A: Create a Table

Topic 6B: Enter Data in a Table

Topic 6C: Modify the Table Structure

Topic 6D: Format a Table

Topic 6E: Convert Text into a Table

## **Lesson 7: Enhancing Visual Appeal Using Graphic Objects**

Topic 7A: Add Visual Effect Using Symbols and Special Characters

Topic 7B: Enhance Documents with Illustrations

Topic 7C: Display Documents Using Watermarks

## **Lesson 8: Proofing a Document**

Topic 8A: Enhance Textual Meaning Using the Thesaurus

Topic 8B: Check Spelling and Grammar

Topic 8C: Customize AutoCorrect Options

Topic 8D: Create a New Default Dictionary

Topic 8E: Check Word Count

## **Lesson 9: Controlling Page Appearance**

Topic 9A: Modify Page Margins and Orientation

Topic 9B: Apply a Page Border and Color

Topic 9C: Display Common Header and Footer Information

Topic 9D: Insert a Page Break

Topic 9E: Modify Content in Print Preview

## **Appendix A: Microsoft Office Specialist Program**