

Microsoft Word 2007 - Level 1 Training

- **Course Number:** Word2k71
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course currently.

Course Overview

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. Advanced integration with Microsoft Office SharePoint Server 2007 and new XML-based file formats make Office Word 2007 the ideal choice for building integrated document management solutions.

Prerequisites

Basic computer proficiency is required

Audience

This course is for anyone who wishes to learn Microsoft Word 2007.

Course Outline

- Lesson 1 - Exploring the Word Environment
- Exploring the Word Environment
- Document
- Microsoft Office Word 2007
- Word Document
- Demo - Explore Word
- Lab - Exploring the User Interface Elements in a Word Environment
- The Microsoft Office Button
- The Ribbon
- Lab - Exploring the Various Elements on the Ribbon
- The Microsoft Office Window Frame
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Review Tab
- The View Tab
- Dialog Box Launchers
- Galleries
- Live Preview
- Document Views
- Demo - View Document
- Lab - Viewing a Document
- Word Help
- Word Help Options

- Demo - Help
- Word Help Toolbar
- Lab - Searching for Information Using Microsoft Word Help
- Lesson 1 Review
- Lesson 2 - Creating a Document
- Creating a Document
- AutoCorrect Dialog Box
- Word Wrap
- Formatting Marks
- Saving Files
- Demo - Create Document and Save
- Save As Command
- Lab - Saving a Document
- Compatibility Checker
- Print Preview Options
- Demo - Preview and Print
- Print Dialog Box
- Lab - Previewing a Document
- Lab - Printing a Document
- Word Options Dialog Box
- Demo -Word Options
- Lab - Customizing the Microsoft Office User Interface
- Lab - Customize the Microsoft Office Window Frame
- Lesson 2 Review
- Lesson 3 - Editing a Document
- Editing a Document
- Scroll Bars
- Selection Bar
- Demo - Move Cursor and Selecting Text
- Mini Toolbar
- Clipboard Group
- Text Pasting Options
- Demo - Cut, Copy, and Paste
- Lab - Moving Text Within a Document
- Lab - Copying Text Between Documents
- Lab - Pasting Text in a Document
- Clipboard Task Pane
- Find And Replace Dialog Box
- Find Options
- Replace Options
- Demo - Search and Replace
- Go To Options
- Lesson 3 Review
- Lesson 4 - Formatting Text
- Formatting Text
- Styles
- Fonts
- Font Styles
- Font Case
- Demo - Change Font and Size
- Lab - Changing the Font and Font Size
- Effects

- Demo - Font Styles and Effects
- Lab - Applying Font Styles and Effects
- Lab - Change Text Color
- Lab - Highlighting Text in a Document
- Lab - Removing Text Highlights
- Reveal Formatting Task Pane
- Demo - Paste Formats
- Demo - Clear Formatting
- Lab - Clearing Text Formatting
- Lesson 4 Review
- Lesson 5 - Formatting Paragraphs
- Formatting Paragraphs
- Margins
- Rulers
- Tabs Dialog Box
- Demo - Tab Stops
- Indents
- Indentation Options
- Demo - Alignment
- Lab - Aligning Paragraphs
- Borders
- Shading
- Borders And Shading Dialog Box
- Demo - Indents and Borders
- Lab - Applying Borders and Shading to a Paragraph
- Quick Styles in Word
- Styles Task Pane
- Lab - Applying Paragraph Styles
- List
- Bulleted List
- Numbered List
- Demo - Styles, Bullets, and Numbers
- Text Spacing Options
- Lab - Changing the Space Between Lines of Text
- Lesson 5 Review