

**Title:**

Microsoft Word 2007 Module 1

**Application**

Microsoft Word 2007

**Competency**

N/A

**ISBN**

978-1-921340-02-4

**Description**

Microsoft Word 2007 Module 1 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. It 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.

*Microsoft Word 2007 Module 1* 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. It 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. This publication assumes no prior knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

At the completion of this courseware participants will be able to:

- Start and work with Microsoft Word 2007, its screens, menus, and dialog boxes
- Create a new document from scratch
- Work with existing documents
- Work with text, including performing search and replace operations
- Cut and copy text around a document
- Format both text and paragraphs to produce appealing documents
- Work with page layout and design features
- Create and work with tabs and tables
- Print documents
- Create letters and envelopes
- Perform a mail merge operation
- Enhance documents by adding pictures, WordArt, and drawings
- Personalise Microsoft Word settings
- Access additional help and information as required.

## **Microsoft Word 2007**

### **Module 1** *Ideal for Short Courses: 2 day (4 hours each day)*

#### **Table of Contents**

##### **Getting to Know Word**

Starting Word  
The Word Screen  
Using the Ribbon  
Using KeyTips  
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 Template  
Typing Text  
Saving a New Document  
Typing Numbers  
Inserting the 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**  
The Open Dialog Box  
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  
**Working With Text**  
Techniques for Selecting Text  
Selecting Text Using the Mouse  
Selecting Text Using the Keyboard  
Editing in Insert Mode  
Editing in Overtyping Mode  
Deleting Text  
Using Undo, Redo, and Repeat  
Using Click and Type  
Inserting Special Characters  
Replacing Words and Phrases  
Using Go To  
**Cutting and Copying**  
Cutting and Pasting  
Copying and Pasting  
Drag and Drop  
Using the Clipboard Task Pane  
Using Paste Special  
**Multiple Documents**  
Opening Multiple Documents  
Switching Between Open Documents  
Arranging All  
**Font Formatting**  
Understand Font Formatting  
Working With Live Preview  
Changing Fonts  
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 Fonts Dialog Box  
Clearing Font Formatting

### **Paragraph Formatting**

Understanding Paragraphs  
Text Alignments  
Changing Text Alignments  
Changing Line Spacing  
Changing Paragraph Spacing  
Indenting Paragraphs  
Outdenting Paragraphs  
Starting a Bulleted List  
Adding Bullets  
Removing Existing Bullets  
Starting a Numbered List  
Numbering Paragraphs  
Removing Existing Numbers  
Creating a Multi-Level List  
Shading Paragraphs  
Applying Borders

### **Headers and Footers**

Understanding Headers and  
Footers  
Quick Headers and Footers  
Creating a Blank Header  
Creating a Blank Footer  
Switching Between Headers  
and Footers  
Editing Headers and Footers  
Adding Page Numbering  
Adding Date Information  
Adding Document Information  
Formatting Headers and  
Footers

### **Page Layout**

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

### **Tabs**

Using Default Tabs  
Settings Tabs on the Ruler  
Modifying Tabs on the Ruler  
Using the Tabs Dialog Box  
Tab Leaders

### **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

### **Creating Letters**

- Choosing a Letter Template
- Entering the Details
- Changing the Date
- Creating an Envelope
- Creating an Envelope with a Return Address
- Formatting Text on Envelopes
- Creating a Single Label

### **Mail Merging**

- Understanding Mail Merging
- Selecting the Starting Document
- Selecting a Recipient List
- Writing the Details
- Previewing the Letters
- Completing the Merge

### **Pictures**

- Understanding Pictures
- Inserting a Picture
- Selecting a Picture
- Resizing a Picture
- Moving a Picture
- Deleting a Picture
- Applying Picture Styles
- Resetting a Picture
- Changing the Picture

### **Shapes**

- Understanding Shapes
- Using the Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Deleting Shapes
- Applying Shapes Styles
- Resetting Shapes
- Changing Shapes

### **WordArt**

- Understanding WordArt
- Creating WordArt
- Editing WordArt Text
- Resizing WordArt
- Positioning WordArt
- Moving WordArt
- Applying WordArt Styles
- Setting Word Options
- Understanding Word Options

### **Personalising Word**

- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

### **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  
Working With Screen Tips  
Dialog Box Help  
Other Sources of Help