



Microsoft® Office Word 2007: Level 1 Introduction

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target Student: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Content

Lesson 1: Creating a Basic Document

- Topic 1A: Explore the User Interface
- Topic 1B: Open and View a Document
- Topic 1C: Customize the Word Environment
- Topic 1D: Obtain Help
- Topic 1E: Enter Text
- Topic 1F: Save a Document
- Topic 1G: Preview and Print a Document

Lesson 2: Editing a Document

- Topic 2A: Navigate and Select Text in a Document
- Topic 2B: Insert, Delete, or Rearrange Text
- Topic 2C: Undo Changes
- Topic 2D: Search and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font Appearance
- Topic 3B: Highlight Text

Lesson 4: Formatting Paragraphs

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Control Paragraph Layout
- Topic 4C: Add Borders and Shading
- Topic 4D: Apply Styles
- Topic 4E: Create Lists
- Topic 4F: Manage Formatting

Lesson 5: Adding Tables

- Topic 5A: Create a Table
- Topic 5B: Modify the Table Structure
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table or Tables to Text



Lesson 6: Inserting Graphic Objects

Topic 6A: Add Visual Effects Using Symbols and Special Characters
Topic 6B: Insert Illustrations

Lesson 7: Controlling Page Appearance

Topic 7A: Control Page Layout
Topic 7B: Apply a Page Border and Colour
Topic 7C: Add Watermarks
Topic 7D: Add Headers and Footers

Lesson 8: Proofing a Document

Topic 8A: Check Spelling, Grammar, and Word Count
Topic 8B: Enhance Textual Meaning Using the Thesaurus
Topic 8C: Customize AutoCorrect Options