

Word 2007 Basics

What does this course offer you?

In this course you will get to know the basic functions of word processing, including opening, editing and saving Word documents as well as designing text layouts by means of varying formats. For this purpose you will get to know the options of character, paragraph and page formatting in Word 2007. Furthermore, you will learn which scope for design the use of tables, tabs and graphics has to offer. The automatic hyphenation as well as ways to check spelling and grammar will also be presented in this course.

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard

Number of lessons: 65

Learning Hours: 8

The primary subject matter of the course:

Chapter 1: What is Word?

- The Benefits of Word Processing with Word

Chapter 2: The Desktop

- Starting and Ending Word
- The Word Application Window
- Calling Up Commands in Word
- Reducing, Increasing and Moving the Text Display

Chapter 3: The Basics of Word Processing

- Text Input and Simple Corrections
- Displaying the Formatting Marks
- Selecting Text
- Quick Text Formatting
- Deleting, Overtyping and Undoing
- The Click and Type Function
- Special Features of Text Input
- Printing Documents
- Saving and Closing Documents
- Creating and Opening Documents
- Switching Between Open Documents

Chapter 4: Editing and Correcting Texts

- Moving and Copying Text with the Mouse
- Moving and Copying Text with the Clipboard
- Finding and Replacing Text
- Tips for Text Input
- Checking Spelling and Grammar
- Hyphenating Words Correctly

Chapter 5: Using the Help Function in Word

- Using Word Help

Chapter 6: Basics of Text Layout

- Overview of Formatting Types
- Applying Character Formatting
- Formatting Paragraphs
- Indenting Paragraphs
- Formatting Pages
- Using Practical Formatting Features
- Text Layout using Themes

Chapter 7: Advanced Text Layout

- Basics of Tab Stops
- Editing Tab Stops Using the Mouse
- Working With the Tabs Dialog Box
- Using Bullets and Numbering
- Options for Bullets and Numbering
- Creating Multilevel Lists
- Using Borders, Lines and Shading
- Inserting Symbols in Text
- Inserting Date and Time
- Creating a Simple Document Template

Chapter 8: Formatting with Style Sheets

- Using Styles
- Quickly Switching All Styles
- Creating and Editing Own Styles

Chapter 9: Adding and Modifying graphics

- Inserting Graphics
- Editing Graphics
- Positioning Graphics

Chapter 10: Tables

- Creating Tables
- Selecting or Deleting Parts of a Table
- Positioning and Aligning a Table
- Adjusting Column Width and Row Height
- Editing Columns and Rows
- Drawing a Table
- General Table Editing and Formatting
- Using Table Styles
- Converting a Table to Text and Vice Versa
- Inserting an Excel Table