

Microsoft® Office Word 2007 – Level I

Course Description

Microsoft® Office Word 2007 – Level I teaches students how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2007 documents.

Who Should Attend

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows Level 1 course or have equivalent Microsoft Windows knowledge and experience.

Course Objectives

After completing this course, you will be able to:

- ↻ recognize and identify how Word handles simple and intermediate word processing features
- ↻ create, edit, save, open, and close documents
- ↻ select text for further action such as formatting, deleting, copying, pasting, etc.
- ↻ change the view mode for specific types of editing tasks
- ↻ apply character and paragraph formatting options
- ↻ set tabs and indents for columnar types of information such as financial reports
- ↻ change the margins, paper size or orientation for a document
- ↻ control the text flow using appropriate page breaks
- ↻ use headers and footers in a document
- ↻ find and replace information in a document
- ↻ preview and print documents
- ↻ create, edit, and print envelopes or labels

Courseware Outline

Lesson 1: Introducing Word

Lesson Objectives
An Overview
Looking at the Screen
Working with Text
Working with Documents
Lesson Summary
Review Questions

Lesson 2: Manipulating Text

Lesson Objectives
Changing the View
Adjusting the Zoom
Splitting Windows
Selecting Text
Editing Text
Lesson Summary
Review Questions

Lesson 3: Formatting Content

Lesson Objectives
Formatting Characters
Formatting Paragraphs
Organizing List Information
Using Spacing
Lesson Summary
Review Questions

Lesson 4: Working with Tabs

Lesson Objectives
Setting Tab Stops
Lesson Summary
Review Questions

Lesson 5: Formatting Documents

Lesson Objectives
Setting Up the Document
Controlling Text Flow
Using Headers and Footers
Lesson Summary
Review Questions

Lesson 6: Getting Ready to Print

Lesson Objectives
Proofing Your Document
Searching for Information
Preparing to Print
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of Basics
Appendix B: Answers to Review Questions
Appendix C: Microsoft Office Word 2007 Exam Objectives
Appendix D: Glossary of Terms
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