



COMPLETE COMPUTING, INC.

Course 50126A: Learn Microsoft Office Word 2007 Step by Step, Level 1

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista.

At Course Completion

After completing this course, students will be able to:

- Work in the Word environment.
- Open, move around in, and close a document.
- Display different views of a document.
- Create and save a document.
- Make changes to a document.
- Insert saved text.
- Find and replace text.
- Correct spelling and grammatical errors.
- Create and modify lists.
- Quickly format text and paragraphs.
- Manually change the look of characters.
- Manually change the look of paragraphs.
- Change a document's theme.
- Insert ready-made document parts.
- Insert and modify pictures.
- Change a document's background.
- Use a picture as a watermark.
- Preview a document.
- Control what appears on each page.
- Finalize a document.
- Print a document.



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Course Outline

Module 1: Introduction to Word 2007

This module explains how to work with documents, including how to create, save, open, and close them.

Lessons

- Working in the Word Environment
- Opening, Moving Around in, and Closing a Document
- Displaying Different Views of a Document
- Creating and Saving a Document

Lab : Introduction to Word 2007

- Explore the interface.
- Explore ways to move around in a document.
- Explore different document views.
- Create a document, enter text, and save the document.

After completing this module, students will be able to:

- Give commands, and open and close documents.
- Move around in documents.
- Look at documents in different ways.
- Create and save new documents.

Module 2: Editing and Proofreading

This module explains how to make a document say exactly what you want it to say and how to check it for spelling and grammatical errors.

Lessons

- Making Changes to a Document
- Inserting Saved Text
- Finding and Replace Text
- Correcting Spelling and Grammatical Errors

Lab : Editing and Proofreading

- Edit text.
- Save text as a building block.
- Find text, make a correction, and replace text throughout a document.
- Use AutoCorrect and the spelling and grammar checkers.



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After completing this module, students will be able to:

- Make changes to the text of a document.
- Save often-used text so that it can be inserted where needed.
- Find and replace words and phrases.
- Use the Word spelling and grammar tools.

Module 3: Text Formatting

This module explains how to create and modify lists, apply Quick Styles to text and paragraphs, manually change the look of characters and paragraphs, and work with document themes.

Lessons

- Creating and Modifying Lists
- Quickly Formatting Text and Paragraphs
- Manually Changing the Look of Characters
- Manually Changing the Look of Paragraphs
- Changing a Document's Theme

Lab : Text Formatting

- Create bulleted, numbered, and multilevel lists, and then modify them.
- Work with Quick Styles.
- Format text by changing its font, font style, size, color, and character spacing.
- Change alignment, indentation, and spacing; and add borders and shading.
- Apply a theme, change its colors and fonts, and save it.

After completing this module, students will be able to:

- Work with different types of lists.
- Use ready-made Quick Styles.
- Make characters and paragraphs look exactly as required.
- Work with themes and theme elements.

Module 4: Simple Graphic Elements

This module explains how to work with ready-made building blocks, how to illustrate a document with pictures, how to dress up the page background, and how to add a picture watermark.

Lessons

- Inserting Ready-Made Document Parts
- Inserting and Modifying Pictures
- Changing a Document's Background
- Using a Picture as a Watermark



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Lab : Simple Graphic Elements

- Insert ready-made building blocks, and save a custom building block.
- Insert and modify a picture; and insert, size, move, and copy a clip art image.
- Apply a background color and pattern, and add a text watermark.
- Add a graphic watermark to every page of a document.

After completing this module, students will be able to:

- Work with ready-made building blocks.
- Use pictures to add visual interest.
- Change the page background throughout a document.
- Add a graphic watermark such as a logo to the page background.

Module 5: Finalizing and Printing

This module explains how to preview a document and control its layout, how to ensure that a document contains no inappropriate information before marking it as final, and how to print the document.

Lessons

- Preview a Document
- Control What Appears on Each Page
- Finalize a Document
- Print a Document

Lab : Finalizing and Printing

- Preview a document, and adjust its margins and orientation.
- Insert page and section breaks, and ensure that the pages break in logical places.
- Inspect a document for inappropriate information, and mark it as final.
- Select a different printer, and then send a document to be printed.

After completing this module, students will be able to:

- Check a document's layout in Print Preview.
- Modify page layout.
- Finalize a document before distributing it.
- Print with default or custom settings.