

Microsoft Word 2007 – 2010: An Introduction

This course is hands-on and designed to provide participants with an understanding of Microsoft Word. The class runs a day in length from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following the course.

Level 1	
Starting out including:	The basics including:
<ul style="list-style-type: none"> The workspace for 2007 The Office button, ribbon and tabs Selecting options from the tabs, icons or short-cut keys Adding to the Quick Access toolbar Using HELP and the Office Assistant 	<ul style="list-style-type: none"> Creating a document Moving around in your document Deleting information in your document Inserting new information in your document Undoing your actions & clearing formats Bolding, underlining and centring text Moving and copying information Checking for spelling corrections Using the thesaurus Document naming Saving and opening your document Using a template Inserting page breaks Turning on page numbering Find and replace Page view options Autocorrect options Reveal formatting features Applying styles Inserting special characters
Formatting changes including:	
<ul style="list-style-type: none"> The ruler Adjusting your margins Changing the line spacing Setting tabs , deleting tabs, and moving tabs Creating and using indents Creating numbered and bulleted lists Changing the size and style of your print 	
Printing your work including:	
<ul style="list-style-type: none"> Previewing your work Printing your document Printing a page and or envelope Print options 	