

<b>Word 2007 - Basic</b>	
<b>Overview</b>	Students will learn the basic concepts and skills necessary to begin using Word 2007.
<b>Pre-requisite</b>	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge.  No prior experience with Word 2007 is assumed.
<b>Delivery Method</b>	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
<b>Performance based objectives</b>	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Use the elements of the Word window, create and save documents, and access and use Help.</li> <li>• Navigate in a document; switch document views and select text.</li> <li>• Insert text, dates, times, symbols, and special characters; use the Undo and Redo commands; cut, copy and paste text and use the Office Clipboard.</li> <li>• Change the appearance of text by applying character formatting; align text by setting tabs; align paragraphs, adding borders, and applying bullets and numbering; change paragraph indents, line spacing, and paragraph spacing; and set AutoFormat options.</li> <li>• Create, navigate, add text, and apply formatting in a table.</li> <li>• Add headers and footers to a document; set and change margins; and add and delete manual page breaks.</li> <li>• Proof a document , use AutoCorrect to insert text automatically; find and replace text; and preview and print documents.</li> </ul>

## Topics covered in the comprehensive manual

### Getting started

The Word window  
New documents  
Word Help

### Navigation and selection techniques

Document navigation  
Selection techniques  
Editing text  
Working with text  
Using the Undo and Redo commands  
Cutting, copying, and pasting text

### Formatting text

Character formatting  
Tab settings  
Paragraph formatting  
Paragraph spacing and indents  
Automatic formatting

### Tables

Creating tables  
Working with table content  
Changing table structure

### Page layout

Headers and footers  
Margins  
Page breaks

### Proofing and printing documents

Checking spelling and grammar  
Using AutoCorrect  
Finding and replacing text  
Printing documents

### Graphics

Adding graphics and clip art  
Working with graphics