



WWW.KQEINC.COM

11301 US Highway 301
Thonotosassa, Florida 33592

Telephone: (813) 315-9883
Fax Number: (813) 902-6160

Word 2007 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. (Second Edition)

Who Should Attend:

This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Office Specialist certification in Microsoft Office Word 2007 can also take this course.

At Course Completion:

Upon successful completion of this course, students will be able to: - create a basic document by using Microsoft Word. - edit documents by locating and modifying text. - format text. - format paragraphs. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. - proof documents to make them more accurate.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1

Outline:

Lesson 1: Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document



WWW.KQEINC.COM

11301 US Highway 301
Thonotosassa, Florida 33592

Telephone: (813) 315-9883
Fax Number: (813) 902-6160

Lesson 2: Editing a Document

Navigate and Select Text in a Document
Insert, Delete, or Rearrange Text
Undo Changes
Search and Replace Text

Lesson 3: Formatting Text

Change Font Appearance
Highlight Text

Lesson 4: Formatting Paragraphs

Set Tabs to Align Text
Control Paragraph Layout
Add Borders and Shading
Apply Styles
Create Lists
Manage Formatting

Lesson 5: Adding Tables

Create a Table
Modify the Table Structure
Format a Table
Convert Text to a Table or Tables to Text

Lesson 6: Inserting Graphic Objects

Add Visual Effects Using Symbols and Special Characters
Insert Illustrations

Lesson 7: Controlling Page Appearance

Control Page Layout
Apply a Page Border and Color
Add Watermarks
Add Headers and Footers

Lesson 8: Proofing a Document



WWW.KQEINC.COM

11301 US Highway 301
Thonotosassa, Florida 33592

Telephone: (813) 315-9883
Fax Number: (813) 902-6160

Check Spelling, Grammar and Word Count
Enhance Textual Meaning Using the Thesaurus
Customize AutoCorrect Options