

# Word 2007 - Introduction

**Bookings 020 7837 2690**

[www.premierit.com](http://www.premierit.com)

<b>Course Duration:</b> 1 day	<b>Course Hours:</b> 10am - 5pm
<b>Pre-requisites:</b> The delegate should be familiar with using a mouse, and working in a Windows environment	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Create and save a new document • Understand the different ways of viewing documents and when the views would be used • Enter and edit text • Use basic Character and Paragraph Formatting • Move and copy text and data between documents • Insert symbols into their documents • Use pictures in their documents • Prepare a worksheet for printing • Print	

<b>Getting Started with Word</b> Starting Word • The Word Application Window • The Toolbars/Ribbon • The Ruler • The Scroll Bars
<b>Creating a Document</b> Entering Text • Save • Save As • Closing a Document
<b>Viewing a Document</b> Different ways of viewing a document
<b>Open an Existing Document</b> Selecting Text • Insert and Overtyping • Moving around a Document • Deleting Text • Editing Text • Spell-Check/Thesaurus • Undo/Redo • Repeat Last Action (F4)
<b>Cut/Copy/Paste</b> Clipboard • Office Clipboard
<b>Basic formatting</b> Character Formatting • Bold • Underline • Italics • Colours • Font • Effects - Shadow, Strikethrough etc • Change Case • Inserting Symbols • Paragraph Formatting • Alignment • Indents • Line Spacing
<b>Basic Pictures</b> Inserting • Deleting
<b>Print</b> Print Preview • Shrink to fit
<b>Password Protection</b> Password to Modify Document

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode WRDB07

