

WORD001: Microsoft Word 2007 Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with hands-on exercises

Course Description: This course teaches the basic functions and features of Word 2007. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, use proofing tools, and work with graphics.

Course Outline

Getting Started

- Exploring the Word window
- Creating and saving documents, getting 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 Tables
- 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

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped