

**Title:**

Microsoft Word 2007 Module 1

**Application**

Microsoft Word 2007

**Competency**

N/A

**ISBN**

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**Description**

Microsoft Word 2007 Module 1 focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.

*Microsoft Word 2007 Module 1* focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like. This publication assumes no prior knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

At the completion of this courseware participants will be able to:

- Start and work with Microsoft Word 2007, its screens, menus, and dialog boxes
- Create a new document from scratch
- Work with existing documents
- Work with text, including performing search and replace operations
- Cut and copy text around a document
- Format both text and paragraphs to produce appealing documents
- Work with page layout and design features
- Create and work with tabs and tables
- Print documents
- Create letters and envelopes
- Perform a mail merge operation
- Enhance documents by adding pictures, WordArt, and drawings
- Personalise Microsoft Word settings
- Access additional help and information as required.

## **Microsoft Word 2007**

### **Module 1** *Ideal for Short Courses: 2 day (4 hours each day)*

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##### **Getting to Know Word**

- Starting Word
- The Word Screen
- Using the Ribbon
- Using KeyTips
- Minimising the Ribbon
- Shortcut Menus
- Using Shortcut Menus
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- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising the Quick Access

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- Setting Save Options

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