

Refine-IT

Learning is a journey not an event

Course outline for MS Word 2007 - Introduction level

GETTING STARTED

- The Office Button, Tabs, Groups & Dialog box launcher
- Opening and closing documents
- Saving your file
- Creating a new document
- Using Help

TEXT FORMATTING

- Font type and font size
- Applying text effects
- Case changing
- Highlighting
- Format Painter
- Removing formatting

MANIPULATING TEXT

- Selecting text
- Inserting, deleting
- Inserting, deleting
- Cutting, Copying &
- Office clipboard
- Finding and replacing text

PARAGRAPH FORMATTING

- Revealing document marks
- Aligning text
- Indenting paragraphs
- Line spacing
- Applying bullets and numbering
- Setting and removing tabs

DOCUMENT FORMATTING

- Adding a border
- Adding shading
- Page orientation and paper size
- Page margins
- Page breaks
- Headers and footers
- Page numbering
- Cover pages

WORKING WITH GRAPHICS

- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting Smart Art
- Selecting, resizing and deleting graphics
- Copying or moving graphics

MULTIPLE DOCUMENTS

- switching between open documents
- Tiling or cascading documents Comparing documents side by side

PROOFING AND PRINTING

- Spell checking a document
- Using built-in custom dictionaries
- Previewing and printing a document



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Word, Project, Access, Excel, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

www.refine-it.co.uk