



Innovative Management & Professional Training

Training Venue: Unit 201, Alissta Towers

Telephone: 345-943-4678

INTRODUCTION TO WORD 2007

(A 6-hour Program)

Become a productive WORD user by learning the basic skills!!

Give us 6 hours and we will how to competently, create and edit basic WORD Documents.

Course Content

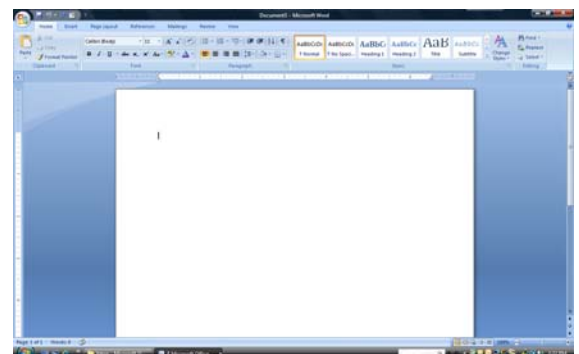
- **Creating a Document**
 - Starting Word
 - Identifying Parts of the Word Screen – Understanding the Ribbon
 - Keying Text
 - Basic Text Editing
 - Naming and Saving a Document
 - Printing and Closing a Document

 - **Selecting and Editing Text** Opening an Existing Document
 - Nonprinting Characters
 - Moving Within a Document
 - Undo and Redo Commands
 - Repeat Command
 - Selecting Text
 - Saving a Revised Document
 - Working with Document Properties
 - Using Cut, Copy and Paste

- **Formatting Characters**
 - Basic Character Formatting
 - Working with Fonts
 - Repeating and Copying Formatting
 - Changing Case
 - Highlighting Text
 - Formatting Ordinal Numbers and Fractions Automatically

- **Writing Tools**
 - Using AutoComplete and AutoCorrect
 - Working with AutoText
 - Checking Spelling and Grammar
 - Using the Thesaurus and Research Task Pane

- **Margins and Printing**
 - Changing margins in Normal View
 - Using Print Preview
 - Paper Size and Orientation
 - Using Hyphenation
 - Inserting the Date and Time
 - Setting Print Options



Maximum No. of Participants: 8