

Word 2007

Word Processing Fundamentals

Course Outline

Session	Content	Session	Content
1	Introducing Word 2007 <ul style="list-style-type: none"> • Enter text • Click and Type • Undo, Redo and Repeat • Save files • Open an existing document • Spell Check and Thesaurus • Use Help • Print preview and print 	5	Text Layout <ul style="list-style-type: none"> • Use Default Tabs • Set user defined Tabs • Cut, Copy and Paste • Insert ClipArt
2	Working with Text <ul style="list-style-type: none"> • Select text • Format characters • Change Case • Apply character effects • Set character spacing • Insert Symbols • Explain AutoCorrect • Format Painter • Use Find and Replace 	6	Tables <ul style="list-style-type: none"> • Create and format tables • Typing and moving in a table • Change text direction in a table • Add borders and shading • Insert and delete rows and columns • Change column width • Change row height • Insert/delete columns and rows
3	Working with Paragraphs <ul style="list-style-type: none"> • Paragraph alignment • Line and paragraph spacing • Bullets and numbering • Indents • Shade text • Apply borders • Insert line breaks 	7	Mail Merge <ul style="list-style-type: none"> • Mail Merge task pane • Create a main document • Create a data source • Insert merge fields in main document • Merge a main document and data source • Print form letters
4	Working with Documents <ul style="list-style-type: none"> • Document navigation • Set margins • Create headers & footers • Insert page numbers • Insert page breaks • Set paper size and orientation • Align text vertically • 	8	Graphics and Revision <ul style="list-style-type: none"> • Create a folder • Insert a Picture from File • Insert WordArt • Create Page Borders

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