

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: create a basic document using Microsoft Word; edit documents by locating and modifying text; format text; format paragraphs; add tables to a document; add graphic elements to a document; control a document's page setup and its overall appearance; and proof documents to make them more accurate.
- Target Student:** This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.
- Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

2. Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

3. Formatting Text

- Change Font Appearance
- Highlight Text

4. Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

5. Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

6. Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

7. Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

8. Proofing a Document

- Check Spelling, Grammar, and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize AutoCorrect Options