

Goals and Objectives

Goals of this course

- a to introduce Microsoft Word and its functions as a word processing tool.
- b to develop and improve the users understanding of working with documents and the various ways a documents appearance can be changed.
- c to improve the users knowledge of the various tools provided within Word and, thus, make their use of this word processing application more efficient.

Objectives of this course

After completing this course the user will be able to:

1. open Microsoft Word;
2. open existing documents and create new documents;
3. enter, edit and delete text;
4. select words, sentences and paragraphs etc and apply various types of formatting;
5. merge and split paragraphs;
6. change the set up of the page;
7. apply indentation to paragraphs, insert and edit tab stops,
8. insert and edit tables;
9. apply borders and shading to specified areas of a document;
10. change the way the document is viewed;
11. cut, copy and paste information;
12. copying formatting using the Format Painter tool;
13. insert page and line breaks;
14. work with multiple windows;
15. insert and format symbols;
16. find and replace text;
17. perform a spell and grammar check on documents;
18. use Autocorrect and Autotext features;
19. apply bullets and numbering to specified areas of a document;
20. use Help within Word;
21. use Print Preview and print the document;
22. save documents to a specified area;

All of the above will be done using Microsoft Word version 2007.