

Microsoft Word 2007 Foundation – 1 Day

Microsoft Office Word 2007 is the twelfth version of Microsoft's powerful word processing program.

Word can be used to create professional looking documents of nearly any type. You can also add tables, charts, art, shapes, photos, and much more. Best of all, Word 2007's interface is simple and intuitive, so creating great documents is easy!

In this course the following areas will be covered, we can also teach this content in either Word XP or 2003:

Section One: Starting out

- Meeting Word 2007 for the first time
- Creating a Document
- Navigating in your Document
- Doing more with your Document
- Working with your Document
- Getting Help in Word

Section Two: the new Interface

- Getting acquainted
- The Quick Access Toolbar
- Ribbons and Chunks what are they?
- The Home Ribbon
- The Insert Ribbon
- The View Ribbon

Section Three: Advanced Ribbons

- The References Ribbon
- The Mailings Ribbon
- The Review Ribbon
- Contextual Ribbons

Section Four: Creating Documents

- Creating a new Document
- Selecting Text
- Moving Text
- Applying Advanced Text Effects

Section Five: Doing more with text

- Fonts on the Home Ribbon
- The Font Dialogue
- Using Tabs
- Paragraph Options

Section Six: Printing & Viewing Documents

- Using Layout & Views
- Basic Viewing Tools
- Advanced View Tools
- Using Print Preview
- Using Page Setup
- Printing a Document



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