

# Word 2007 Level 1

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1-day course  
Course Code: W171

Who should attend? This course is intended for new Office Word 2007 users.

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Prerequisites Windows 2000, XP or Vista

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Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand the concepts of word processing, and how to create, save and open documents for easy document management.
- Insert and delete text to edit a document, then print the document and select different views.
- Modify text alignment and move, copy, and replace text for emphasis and document control.
- Modify and enhance text appearance by altering font type and size, and changing font attributes and using Quick Styles.
- Use tab stops, set indents, apply bullets and numbering, and change line spacing to enhance document appearance.
- Use margins, page breaks, and headers and footers to enhance the page layout.
- Simplify proofreading of documents by checking spelling, enhance productivity by using AutoText and AutoCorrect, and streamline document creation by using templates.

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Course Content

Getting Started with Word  
Understanding Word Processing Concepts; Getting Started; Creating and Saving Documents; Opening Documents

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Using Word Basics  
Editing Documents; Printing and Viewing Documents

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Managing Text  
Aligning Text; Moving, Copying, and Replacing Text

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Modifying and Enhancing Text Appearance  
Modifying Text Appearance; Using Effects; Working with Quick Styles

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Modifying and Enhancing Paragraph Appearance  
Using Tabs; Changing Tab Settings; Setting Indents; Applying Bullets and Numbers; Changing Paragraph and Line Spacing

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Controlling Page Layout  
Setting Margins; Inserting Page Breaks; Using Headers and Footers

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Using Writing Tools  
Checking Spelling in a Document; Using AutoText and AutoCorrect; Using Document Templates

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