



# Innovative Management & Professional Training

Training Venue: Unit 201, Alissta Towers

Telephone: 345-943-4678

## INTRODUCTION TO WORD 2007

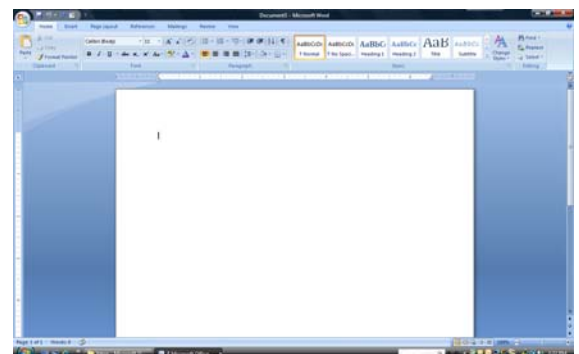
(A 6-hour Program)

### Become a productive WORD user by learning the basic skills!!

Give us 6 hours and we will how to competently, create and edit basic WORD Documents.

### Course Content

- **Creating a Document**
  - Starting Word
  - Identifying Parts of the Word Screen – Understanding the Ribbon
  - Keying Text
  - Basic Text Editing
  - Naming and Saving a Document
  - Printing and Closing a Document
  
  - **Selecting and Editing Text** Opening an Existing Document
  - Nonprinting Characters
  - Moving Within a Document
  - Undo and Redo Commands
  - Repeat Command
  - Selecting Text
  - Saving a Revised Document
  - Working with Document Properties
  - Using Cut, Copy and Paste
  
- **Formatting Characters**
  - Basic Character Formatting
  - Working with Fonts
  - Repeating and Copying Formatting
  - Changing Case
  - Highlighting Text
  - Formatting Ordinal Numbers and Fractions Automatically
  
- **Writing Tools**
  - Using AutoComplete and AutoCorrect
  - Working with AutoText
  - Checking Spelling and Grammar
  - Using the Thesaurus and Research Task Pane
  
- **Margins and Printing**
  - Changing margins in Normal View
  - Using Print Preview
  - Paper Size and Orientation
  - Using Hyphenation
  - Inserting the Date and Time
  - Setting Print Options



**Maximum No. of Participants: 8**