

# Word 2007/2010 Level 1 for ERT

**Audience** This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Word or word processing is required.

**Description** This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in creating a document: entering text, editing, formatting, and printing are covered.

**Objectives** Upon successful completion of the class, students should be able to:

- Understand the objects on the screen and use the Ribbon
- Enter and edit text
- Open and save documents
- Get Help
- Use Spell Check to edit the document
- Select and delete blocks of text
- Move around the document
- Preview and print all or a portion of a document
- Move and copy text
- Use formatting techniques to change character formats
- Change paragraph alignment and indents
- Create numbered or bulleted lists
- Set page margins and page breaks
- Insert headers and footers
- Create and edit a table
- Add and delete text in a table
- Insert, reposition, and resize graphics in a document
- Insert hyperlinks in a document
- Understand program options in Backstage View

**Length** 1 day

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## I. Word Processing Basics

- A. Word Processing Features
- B. Starting Word
- C. Understanding the Screen
- D. Giving Commands
- E. Entering Text
- F. Saving a Document

## G. Printing a Document

- I. Sending a Document as Email
- J. Closing a Document
- K. Opening a Document
- L. Creating a New Document
- M. Using Microsoft Word Help
- N. Exiting Word



## **II. Basic Editing**

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Typing and Replacing Text
- E. Deleting Text
- F. Undoing Actions

## **III. Viewing and Printing Documents**

- A. Viewing a Document
- B. Manipulating Windows
- C. Working in Print Layout View
- D. Previewing a Document with Print Preview
- E. Setting Print Options and Printing

## **IV. Expanded Editing Techniques**

- A. Using AutoCorrect
- B. Using the Office Clipboard
- C. Moving Text
- D. Copying Text
- E. Using Find and Replace

## **V. Changing Character Appearance**

- A. Understanding Character Formatting
- B. Formatting with the Ribbon
- C. Formatting with the Mini Toolbar
- D. Formatting with the Font Dialog Box

## **VI. Changing Paragraph Appearance**

- A. Understanding Paragraph Formatting
- B. Changing Paragraph Alignment
- C. Changing Paragraph and Line Spacing
- D. Creating Paragraph Indents
- E. Creating Numbered and Bulleted Lists

## **VII. Page Formatting**

- A. Setting Page Margins
- B. Setting Page Breaks
- C. Changing Paper Size/Orientation
- D. Creating Headers & Footers

## **VIII. Basic Tables**

- A. What is a Table?
- B. Inserting a Table
- E. Typing Text in a Table
- F. Selecting Text, Cells, Columns, or Rows

## **A**

### **I. Working with Long Documents**

- A. Working with Hyperlinks

### **III. Working with Graphical Elements**

- A. Why Use Graphics?
- B. Inserting a Picture
- C. Selecting and Modifying Graphics
- D. Drawing and Positioning Shapes

## **Appendix A - Customizing the Program**

- A. Customizing Program Options
- B. Setting View Options
- C. Changing File Location Options
- D. Setting User Information Options