

WORD 2007 INTRODUCTION

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| Unit Standard | 116938 |
| NQF Level | 1 |
| Credits | 4 |
| Duration | 1 Day |
| Pre-Requisite Training | Computer Essentials |

SYNOPSIS

This course provides delegates with an overview of the features and functions of Microsoft Office Word 2007. This course is intended for delegates who want to learn introductory level Word skills. The delegate will learn how to create basic text documents and how to use intuitive features of Word 2007 to enhance their documents with formatting and simple graphics.

COURSE OUTLINE - 2007

- Work in the Word environment;
- Open, move around in and close a document;
- Display different views of a document;
- Create and save a document;
- Make changes to a document;
- Insert saved text;
- Find and replace text;
- Correct spelling and grammatical errors;
- Create and modify lists;
- Quickly format text and paragraphs;
- Manually change the look of characters;
- Manually change the look of paragraphs;
- Change a document's theme;
- Insert ready-made document parts;
- Insert and modify pictures;
- Change a document's background;
- Use a picture as a watermark;
- Preview a document;
- Control what appears on each page;
- Finalize a document;
- Print a document.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand the uses of Word processing applications;
- Use Basic Formatting of Text in Word;
- Save Data onto Local and Network drives;
- Use Menus, Toolbars and Ribbons;
- Copy, Delete and Move text;
- Apply character and paragraph formatting;
- Insert basic illustrations;
- Print documents using Local and Network printers.