

Simply a Better Way to Learn!



W O R D P R O C E S S I N G S K I L L S

Microsoft Word 2007 – Level 1

Course Introduction

In this course, students learn to create, navigate, and organize documents and use the help functions. They learn to edit and manipulate text, view and format documents, and use Word's predefined functions. Students use the Find and Replace feature, use proofing and language tools, create, format and modify tables, work with hyperlinks and cross references, and learn how to preview and print a document.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to the Word 2007 software program and its application within the Windows environment.

Of Interest to

Those interested in the most up-to-date office word processing environment.

Course Breakdown

Lesson 1:

Exploring Microsoft Word; Creating Documents; Entering Text; Getting Help While You Work

Lesson 2:

Viewing a Document; Navigating in a Document; Organizing a Document in Outline View; Managing Documents

Lesson 3:

Editing and Manipulating Text; Formatting Characters and Paragraphs; Working with Lists, Tabs, and Indents; Using Special Text Effects and Building Blocks

Lesson 4:

Controlling Page Options; Using Themes to Format a Document; Controlling Text Flow; Working with Columns

Lesson 5:

Creating a Table; Modifying a Table; Formatting a Table

Lesson 6:

Using the Proofing and Language Tools; Using Find and Replace; Using Hyperlinks and Cross-References; Previewing and Printing a Document

Lab Exercise

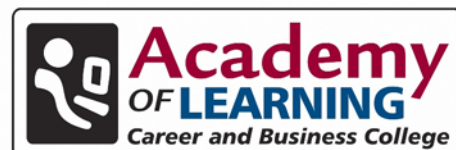
Course Notes

Course manual is provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Word 2007 – Level 2 (WRD07M2)



WRD07M1 05/08

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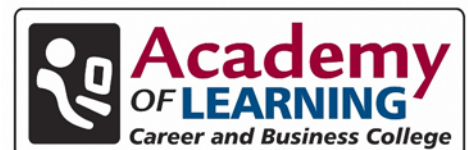


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Method of Delivery

Integrated Learning™ System training facilitated by
Academy of Learning College facilitators.



WRD07M1 05/08