Microsoft Word 2007 Up Skilling – Workshop 1

Audience:

The aim of this workshop is to increase the attendee’s knowledge of Word 2007 and learn tips and tricks to make formatting quicker. This course is designed to fill in the gaps so that a document is easily formatted correctly and is attractive in appearance.

This course is ideal for users that are self taught and wish to up skill their current skills in Word.

Learning Objectives:

Upon completion of this workshop, participants will be able:

- Work within the 2007 User Interface
- Customise the Quick Access Toolbar and Change Word’s Defaults
- Quickly Apply Font and Paragraph Formatting
- Indent Paragraphs to Correct Line Wrapping
- Keep Headings with Body Text
- Insert Tabs for Lists and/or Leader Dots
- Copy Font and Paragraph Formatting
- Control Page Breaks and Pagination
- Control Single Level and Multi Level Paragraph Numbering and Bullets
- Create and Insert Building Blocks
- Use Tables to Control a Layout
- Perform a Mail Merge
- Format Text into Newspaper Columns
- Create and Format Drawn Objects and SmartArt Diagrams

Training material provided:

- Training manual including exercises
- Keyboard shortcuts card
- Menu finder

Duration – 1 day