

Word 2007/2010 Creating Basic Documents

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	The course uses a combination of lecture and hands-on practice (with independent exercises after class) 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: <ul style="list-style-type: none">■ 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■ 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
Length	3 hours

I. Word Processing Basics

- A. Starting Word
- B. Understanding the Screen
- C. Entering Text
- D. Saving a Document
- E. Sending a Document as an Email
- F. Closing a Document and Word
- G. Opening a Document
- H. Creating a New Document
- I. Using Microsoft Office Word Help

II. Basic Editing

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Inserting and Replacing Text
- E. Deleting Text
- F. Undoing Actions
- G. Moving Text
- H. Copying Text
- I. Using Find and Replace



III. Formatting and Printing a Document

- A. Formatting Characters (use Ribbon and Dialog box)
- B. Changing Paragraph Alignment
- C. Changing Paragraph and Line Spacing
- D. Creating Paragraph Indents
- E. Creating Numbered and Bulleted Lists
- F. Using Page Layout to Format Printed Page
- G. Creating Headers & Footers
- H. Previewing a Document with Print Preview
- I. Setting Print Options and Printing