

SHORT COURSES

MICROSOFT WORD 2007 (BASIC LEVEL)



INTRODUCTION

Microsoft Word is currently the most common word processor on the market. Because it is so common, the .doc (and to a lesser extent, .docx) format has become the de facto format for text documents. Word is often used to create files that end up in PDF and HTML.

This comprehensive foundation course of Word 2007 will provide the basic concepts required to produce basic business documents. Participants will learn how to manage documents, get help, make simple editing changes, change layout and view, use page numbers, headers and footers, formatting, preview and print documents.

OBJECTIVE

- Understand the basics of Microsoft® Word 2007, and how it is different from Microsoft® Word 2003.
- Understand how to navigate efficiently to the relevant tools within the Microsoft® Word Ribbon.
- Explore quick ways of enhancing the appearance of your documents.
- Gain an understanding of the various tools available within Microsoft® Word 2007 and their different uses.
- To be able to add tabular data and formulas to your documents, and format them
- Insert media into your documents and apply appropriate placement formats.

METHODOLOGY

- Speakers Presentations
- Quiz and Wordprocessing Exercise

COURSE TOPICS

Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

Formatting Text

- Change Font Appearance
- Highlight Text

Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Proofing a Document

- Check Spelling, Grammar, and Word Count
- Enhance Textual Meaning Using the Thesaurus

your success is our driving force

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