

One-on-One Personal Computer Training

Get Started Here

Microsoft Word is the world's most popular word processing program.

One-on-One Personal Computer Training provides a comprehensive introduction to Word 2007 and will enable you to become productive with the product.

Learning Outcomes

This course is designed for individuals who are new to word processing. It covers the essential features you will need on a day-to-day basis.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of word processors
- ☞ Use the basic features of Word
- ☞ Create, edit, format and print a document
- ☞ Open, save and close documents
- ☞ Check for spelling and grammar errors
- ☞ Perform a simple merge with a mailing list
- ☞ Include features such as headers and tables
- ☞ Improve the appearance of documents with features such as borders, shading and graphics
- ☞ Save time with features such as drag-and-drop, Format Painter, shortcut menus, Undo and Repeat
- ☞ Take advantage of features such as the ruler, toolbars, view modes and Help
- ☞ Employ productivity tools such as AutoCorrect, AutoText and AutoFormat

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Who Would Benefit

This course is ideal for anyone who is going to be working with a computer.

For Example:

Administration officers, managers, small business owners, government employees

Introduction to Word 2007 for Windows

Contents

Level 1 (1-Day Course)

- Getting to Know Word
- Using the Ribbon, Shortcut Menus and QuickAccess Toolbar
- Creating a New Document
- Spelling and Grammar
- Printing a Document
- Navigation with the Keyboard and mouse
- Zooming and the Ruler
- Selecting Text
- Insert Mode
- Undo and Redo
- Finding Words and Replacing them
- Cutting and Paste, Clipboard Task Pane
- Working with Multiple Documents
- Font Formatting

Level 2 (1-Day Course)

- Paragraph Formatting
- Indenting and Out-denting of paragraphs
- Bulleted Lists
- Numbered Lists
- Shading Paragraphs
- Applying Borders to Paragraphs
- Line Spacing, Text Alignments and more
- Page Layout, margins, orientation and sizing
- Working with Tabs on the Rule and the dialog box
- Tables – Creating, Inserting Rows and Columns
- Shading and Formatting in Cells
- Printing
- Mail Merge, Understanding mail merge

Prerequisites

Students should already be familiar with PCs and Windows but no word processing experience is necessary.

Enquiries

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