

## Course WRD0701: Microsoft Word 2007 – Basic Level

**One Day, Instructor Led**

### Prerequisites

- None

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### Course Details

#### Unit 1: Getting Started

- The Word Window
- New Documents
- Word Help

#### Unit 2: Navigation and Selection Techniques

- Document Navigation
- Selection Techniques

#### Unit 3: Editing Text

- Working with Text
- Using the Undo and Redo Commands
- Cutting, Copying and Pasting Text

#### Unit 4: Formatting Text

- Character Formatting
- Tab Settings
- Paragraph Formatting
- Paragraph Spacing and Indents
- Automatic Formatting

#### Unit 5: Tables

- Creating Tables
- Working with Table Content
- Changing Table Structure

#### Unit 6: Page Layout

- Headers and Footers
- Margins and Page Breaks

#### Unit 7: Proofing and Printing Documents

- Checking Spelling and Grammar
- Using AutoCorrect
- Finding and Replacing Text

#### Unit 8: Graphics

- Adding Graphics and Clip Art
- Working with Graphics

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note