

Word 2007

Beginner

7 Modules - 51 topics

Discover the Word environment

Discover Word and its environment. Explore the different ways of creating a document.

Discovering the word processor

Overview of the environment

Zoom

Access to documents

Views and windows

Total number of topics in the module: 5

Create, finalise and print a document

The essentials: opening a document, saving it, creating a new document, entering or deleting text, becoming familiar with characters and paragraphs, printing a document.

Opening a document

Moving the insertion point

Displaying the nonprinting characters

Entering text

Managing paragraphs

Selecting and deleting text

Undoing, redoing, repeating an action

Saving a document

Page layout: orientation and margins

Printing

Creating a new document

New document based on a template

Total number of topics in the module: 12

Apply basic text formatting

Presenting text attractively: using Word 2007's ready-made font and colour schemes, changing the colour and the size of characters, etc.

Applying a quick style from the gallery

Applying a theme

Formatting characters

Character colour

Character case

Character font and size

Copying formats

The style Normal

Total number of topics in the module: 8

Arrange paragraphs on the page

Make a document more agreeable to read by changing the spacing, alignment and other paragraph formatting options. Know how to modify the pagination of your document and how to insert pages.

Paragraph alignment

Paragraph spacing

Line spacing

Borders and shading

Line breaks

Page breaks

Inserting a document/cover page/blank page

Total number of topics in the module: 7

Make improvements to your document

The advantages of a word processor: reorganising text easily, avoiding spelling mistakes, finding synonyms, finding text or other elements, replacing them.

Moving text

Copying text

Finding text/formatting

Replacing text/formatting

Checking spelling and grammar

Finding synonyms

Total number of topics in the module: 6

Create a table

Creating and filling in tables in Word.

Creating a table

Moving around/filling in a table

Selecting and inserting rows and columns

Deleting rows and columns

Table styles

Formatting cells

Row height and column width

Total number of topics in the module: 7

Add some illustrations

Using drawing objects and pictures to brighten up your text.

Drawing an object

Sizing/rotating/adjusting a drawing object

Moving a drawing object

Formatting a drawing object

Text in a drawing object/WordArt

Inserting a picture

Total number of topics in the module: 6