

## Word 2007

### Secretarial staff

15 Modules - 119 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*

### **Present your paragraphs differently**

*Find out how to position text on the page and how to create lists.*

Paragraph indents

Setting a tab stop

Tab stop with leader line

Managing tab stops

Numbered and bulleted lists

Customised bulleted lists

Customised numbered lists

Different levels in a list

List styles

Hanging indents

*Total number of topics in the module: 10*

### **Manage text precisely**

*Master hyphenation and control the interventions of AutoCorrect, create a dictionary, insert specific characters and apply specific presentations. Find translations or information from the web, count words, use the document properties.*

Hyphenation

Nonbreaking spaces/hyphens

Inserting special characters

Character spacing and position

Drop caps

Managing a custom dictionary

AutoCorrect settings  
Search and translation functions  
Statistics and document properties  
*Total number of topics in the module: 9*

### **Do more with tables**

*Simple techniques for perfecting and exploiting tables.*  
Alignment in cells, table alignment  
Merging or splitting cells  
Converting text to table, table to text  
Sorting a table or a list of paragraphs  
Calculating in a table  
*Total number of topics in the module: 5*

### **Add impact with pictures, charts and diagrams**

*Know how to customise and reposition your illustrations. Add a watermark. Let charts and diagrams explain your data for you. Insert captions and a table of illustrations.*  
Managing a picture  
Positioning and wrapping a picture  
Captions and table of illustrations  
Document background  
Charts  
Inserting objects from other applications  
Diagrams  
*Total number of topics in the module: 7*

### **Make letters - or mailshots - simple**

*Use AutoTexts and create envelopes. Learn how to design and run a mail merge.*  
Creating an AutoText  
Using an AutoText  
Managing AutoTexts  
The computer's date  
Creating envelopes/address labels  
Mail merge: associating document and recipients  
Inserting mail merge fields  
Running a mail merge  
Editing the recipients  
Adding and deleting recipients  
Sorting a list of recipients  
Selecting the records to print  
Printing labels via the mail merge  
*Total number of topics in the module: 13*

### **Get started with long documents**

*Working with a long document is first of all about managing pages, numbering them etc, so that the printed document is exploitable.*  
Moving around a long document  
Headers and footers  
Numbering pages  
Managing automatic page breaks  
Footnotes/endnotes  
Managing existing footnotes/endnotes  
Outline of a document  
Table of contents  
Index  
*Total number of topics in the module: 9*

### **Create or modify themes, styles and templates**

*Creating attractive documents becomes easy when you know how to customise and*

*create themes, styles and templates.*

Creating and customising a theme

Creating a style

Modifying a style

Deleting a style

Style sets

*Total number of topics in the module: 5*

### **Work as a team**

*A different colour pen for each reviewer? Not any more. Word's communication and collaboration tools make life easier. But before that, find out how to share your document effectively using different formats.*

Transferring and exporting: e-mails, blogs

Transferring and exporting: PDF, XPS, text, web

Comments

Tracking changes

Managing tracked changes

Merging and comparing documents

Protecting shared documents

Protecting documents by setting a password

Finalising documents

Converting Word documents

*Total number of topics in the module: 10*