

Course	Word Introduction – The Basics
Length	Three hours
Audience	For anyone new to word processing or for those who taught themselves and wish to learn easier ways of doing things in Word. You will discover the easiest ways to enter and correct text, set margins, save, print and more. Students will create, save, proof and print a basic document in Word.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended.
Topics	<p>Module 1: Word Overview</p> <ul style="list-style-type: none">◆ Tour the Word window and 2007 Features: Office Button, Ribbon, Options, Quick Access Toolbar◆ Create a document◆ Navigate a document & Keyboard shortcuts◆ Insert & delete text◆ Document views <p>Module 2: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ Spell check a document◆ Save a document – including new file formats & compatibility◆ Print preview◆ Print a document◆ Send a document <p>Module 3: Modifying a Document</p> <ul style="list-style-type: none">◆ Selecting text◆ Undo/Redo◆ Change font style and size◆ Change margins <p>Module 4: Graphics & Styles</p> <ul style="list-style-type: none">◆ Formatting 101◆ Bullets & Numbering◆ Contextual Tabs