

# Introduction to Microsoft Word 2007

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*A 2 day course delivered by Charles Darwin University.*

## **COURSE INFORMATION**

This course focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.

This publication assumes no prior knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

## **LEARNING OUTCOMES**

Participants who complete this course should be able to:

- Create a new document from scratch
- Work with existing documents
- Work with text, including performing search and replace operations
- Cut and copy text around a document
- Format both text and paragraphs to produce appealing documents
- Work with page layout and design features
- Create and work with tabs and tables
- Create letters and envelopes
- Perform a mail merge operation
- Enhance documents by adding pictures, WordArt, and drawings
- Personalise Microsoft Word settings
- Access additional help and information as required.

## **COURSE CONTENT**

This course covers the following areas:

- Creating a new document
- Working with a document
- Working with text
- Font formatting
- Paragraph formatting
- Headers and footers
- Page layout
- Tabs
- Tables
- Creating Letters
- Mail merging
- Pictures
- Shapes
- WordArt

## **FOR MORE INFORMATION CONTACT**

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