Introduction to Microsoft Word 2007

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

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