

# One-on-One Personal Computer Training

## Get Started Here

Microsoft Word is the world's most popular word processing program.

One-on-One Personal Computer Training provides a comprehensive introduction to Word 2007 and will enable your students to become productive with the product.

### Learning Outcomes

This course is designed for people who are new to word processing. It covers the essential features people need in day-to-day use of Word.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of word processors
- ☞ Use the basic features of Word
- ☞ Create, edit, format and print a document
- ☞ Open, save and close documents
- ☞ Check for spelling and grammar errors
- ☞ Perform a simple merge with a mailing list
- ☞ Include features such as headers and tables
- ☞ Improve the appearance of documents with features such as borders, shading and graphics
- ☞ Save time with features such as drag-and-drop, Format Painter, shortcut menus, Undo and Repeat
- ☞ Take advantage of features such as the ruler, toolbars, view modes and Help
- ☞ Employ productivity tools such as AutoCorrect, AutoText and AutoFormat

### Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# Introduction to Word 2007 for Windows

## Contents

### Level 1

- ☞ Introduction to word processing
- ☞ Starting and leaving Word
- ☞ Viewing modes, screen elements, the ribbon, ruler, zoom, shortcut menus, Help, saving and closing a document
- ☞ Changing the Document Properties
- ☞ Typing text, selecting text, tabs, indents and page breaks
- ☞ Moving around the screen
- ☞ Moving and copying text
- ☞ Character formatting
- ☞ Paragraph formatting such as indenting and alignment
- ☞ Undo, Repeat and Redo
- ☞ Spelling checker, grammar checker and AutoCorrect
- ☞ Printing and Print Preview

### Level 2

- ☞ Page numbers, automatic dates and converting case
- ☞ Finding and replacing text
- ☞ Managing files and using Collect-and-Paste
- ☞ Bullets and numbered lists
- ☞ AutoText, AutoFormat, templates and Letter Wizard
- ☞ Format painter, paragraph spacing, line spacing and setting tabs
- ☞ Multiple windows and copying between documents
- ☞ Merging with a mailing list
- ☞ Headers and footers
- ☞ Introduction to Tables
- ☞ Section breaks, margins and paper size
- ☞ Borders, shading, graphics and special effects
- ☞ Creating and formatting tables

## Prerequisites

Students should already be familiar with PCs and Windows but no word processing experience is necessary.

## Enquiries

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