

Word 2007 Basics

What this course has to offer

In this course you will get to know the basic functions of word processing, including opening, editing and saving Word documents as well as designing text layouts by means of varying formats. For this purpose you will get to know the options of character, paragraph and page formatting in Word 2007. Furthermore, you will learn which scope for design the use of tables, tabs and graphics has to offer. The automatic hyphenation as well as ways to check spelling and grammar will also be presented in this course.

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Number of lessons: 65

Processing time approximately 8 hours

The learning content in overview:

Chapter 1: What is Word?

The Benefits of Word Processing with Word

Chapter 2: The Desktop

Starting and Ending Word
The Word Application Window
Calling Up Commands in Word
Reducing, Increasing and Moving the Text Display

Chapter 3: The Basics of Wordprocessing

Text Input and Simple Corrections
Displaying the Formatting Marks
Selecting Text
Quick Text Formatting
Deleting, Overtyping and Undoing
The Click and Type Function
Special Features of Text Input
Printing Documents
Saving and Closing Documents
Creating and Opening Documents
Switching Between Open Documents

Chapter 4: Editing and Correcting Texts

Moving and Copying Text with the Mouse
Moving and Copying Text with the Clipboard
Finding and Replacing Text
Tips for Text Input
Checking Spelling and Grammar
Hyphenating Words Correctly

Chapter 5: Using the Help Function in Word

Using Word Help

Chapter 6: Basics of Text Layout

Overview of Formatting Types
Applying Character Formatting
Formatting Paragraphs
Indenting Paragraphs

Formatting Pages

Using Practical Formatting Features
Text Layout using Themes

Chapter 7: Advanced Text Layout

Basics of Tab Stops
Editing Tab Stops Using the Mouse
Working With the Tabs Dialog Box
Using Bullets and Numbering
Options for Bullets and Numbering
Creating Multilevel Lists
Using Borders, Lines and Shading
Inserting Symbols in Text
Inserting Date and Time
Creating a Simple Document Template

Chapter 8: Formatting with Style Sheets

Using Styles
Quickly Switching All Styles
Creating and Editing Own Styles

Chapter 9: Adding and Modifying graphics

Inserting Graphics
Editing Graphics
Positioning Graphics

Chapter 10: Tables

Creating Tables
Selecting or Deleting Parts of a Table
Positioning and Aligning a Table
Adjusting Column Width and Row Height
Editing Columns and Rows
Drawing a Table
General Table Editing and Formatting
Using Table Styles
Converting a Table to Text and Vice Versa
Inserting an Excel Table

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Office Word 2007 Grundlagen'.