

# AVP Training

## Computer Software Training & Consulting

### Word 2007 Introduction (Level 1)

#### General Description

Acquire the skills to produce documents such as letters, memos and basic reports

#### Learning Outcomes

Navigate the main screen components of Word including the Ribbon and Quick Access Toolbar

Create, spell check, save and print a new document

Open and navigate an existing document

Select text, perform basic text editing and conduct find and replace operations

Cut, copy and paste text and use the Clipboard task pane

Modify text formatting such as fonts and font attributes using the Ribbon and Format Painter

Change text alignment, paragraph spacing and create bulleted and numbered lists

Alter page layout settings including margins, orientation, page breaks and page numbering

Create, edit and format tables

Print preview and print documents

Access and use the Help window

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Microsoft Windows

<b>Course Topics</b>  Word 2007 Introduction (Level 1)	Word 2007 Orientation
	Creating a New Document
	Working with an Existing Document
	Editing Text
	Cutting and Copying
	Font Formatting
	Paragraph Formatting
	Changing Page Layout
	Creating Tables
	Printing Documents
	Getting Help

<b>AVP Training</b> Computer Software Training & Consulting  PO Box 100 Pascoe Vale South, VIC 3044  ABN: 51 105 755 484	<i>'Training you to achieve'</i>	<b>Andrew Papadakis</b>  M: 0419 220 525 E: <a href="mailto:avptraining@optusnet.com.au">avptraining@optusnet.com.au</a>  W: <a href="http://www.avptraining.com.au">www.avptraining.com.au</a>
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