

Microsoft Word 2007 for beginners

Get the most out of Microsoft Word 2007 – it has more power to help you than you realise

Microsoft Word dominates modern business life, but most people use only a fraction of its power – maybe you're one of them. Well, even if you regard computers as a necessary evil, this course will open your eyes to the many ways in which Word can actually make your working life a whole lot easier.

Is it for me?

If you have little or no knowledge of Word 2007, but have some experience of personal computers, this is the course for you.

What's it all about?

Our workshops are effective because they are based on your real life problems – we expect you to bring all your Word baggage with you! Your learning from the day will stick with you because we use a range of activities, have lots of practice time, and encourage a large amount of questions.

Learning works best when learners can make their own discoveries, so you will have time to play with Word and perhaps have your own Eureka moment!

Our supportive and experienced trainers believe that the most important thing is to meet our learners' personal objectives. However, to give you an idea of the type of skills you will learn, by the end of the course you should be able to:

- find your way around the Word 2007 screen
- open, save and close documents
- create a new document
- select and work with text in the document
- format text in the document
- access and use the 'help' system
- use the new 'ribbon' and quick access toolbar

Tell me more!

Word 2007 has so much to offer, that we can't fit all of it into the workshop as there are 90 different possible topics. However, you will receive an indispensable folder of materials to keep on your desk which will include all the following topics:

Word 2007 Orientation

- Starting Word
- The Word Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Word

Working with a document

- Opening a document
- Navigating with the keyboard
- Scrolling through a document
- Document views
- Page zooming
- Simple editing
- Formatting marks
- Saving a document
- Print preview
- Printing a document
- Closing a document
- Using Go To
- Performing a word count

Creating a document

- Creating a blank document
- Typing text

- Typing numbers
- Inserting a date
- Spelling and grammar checking
- Saving a new document
- Creating a document based on a template

Working with text

- Techniques for selecting text
- Selecting text using the mouse
- Selecting text using the keyboard
- Insert and overwrite modes
- Deleting text
- Cutting and pasting
- Copying and pasting
- Find and replace
- Using undo
- Using redo
- Click and type
- Drag & drop cutting
- Drag & drop copying
- Using repeat
- Inserting symbols
- Searching for words and phrases
- Replacing words and phrases
- Using paste special

Formatting text

- Formatting essentials
- Toolbar formatting
- Quick alignment
- Instant bullets
- Instant numbers
- Increase indent
- Decrease indent
- Quick fonts
- Changing the text colour
- Using the format painter
- Click and type
- Paragraph spacing
- Line spacing
- Revealing text formatting

Working with tabs

- Using default tabs
- Setting tabs on the ruler
- Modifying tabs on the ruler
- Using the tabs dialog box
- Tab leaders
- Bar tabs
- Setting varied tabs
- Removing tabs

General computer usage

- Printed help sources
- The help task pane
- Searching for general help
- Searching for specific help
- Understanding a help window
- Disabling online content
- Enabling online content
- Displaying and using the office assistant
- Customising the office assistant
- Disabling the office assistant
- Screen tips and dialog box help
- Setting up an ergonomic workstation
- Breaks and exercises
- Minimising paper wastage
- Backup procedures
- Electronic file management
- Managing file folders in Word 2007
- Maintaining a printed file register
- Creating a quick file register

Questions, questions

Before you start the course we will send you a questionnaire to find out what you know already and what your expectations are for the course.

Venues

You can either come along to our state of the art computer lab, or if you would prefer we can come to your location.

A choice of delivery methods

We can offer a variety of delivery methods:

- One day workshops – either at our venue or bespoke at your venue
- 2 hour 'bionic bursts' (bespoke, focused, cost effective) at your venue
- At your desk training – we can work individually with up to 5 people at their desks during one day at your venue (highly bespoke & cost effective)

Your facilitator

Emma Konopka, your principal facilitator, has over 10 years teaching and training experience and experience of supporting clients in their use of a variety of professional research databases. With an MA in Information Studies, Emma combines her experience and knowledge with an engaging facilitator style.

Emma passionately believes in the power of collaboration and discovery in learning. Both of these help learners to learn more efficiently and retain more of the learning in the long term. Learners will be encouraged to play, experiment and work in groups. This accelerated learning style includes such techniques as:

- Problem-solving activities (wherever possible based on your real life problems)
- Collaborative group work
- Activities that engage the body as well as the mind (movement & physical activity help learning)
- Active encouragement of questions
- Lots of practice

Taster session

If you would like to get a taste of our one day workshops we can offer a free 1 hour trial at your offices. You will get to discuss your needs with Emma, you can choose any part of the workshop to see in action and preview the learning materials.

Name dropping

When you sign up for Microsoft Word 2007 for beginners, you will be in good company:

"I just wanted to thank you for providing such a stimulating and thought-provoking course. I will certainly be implementing the tips and suggestions just as soon as I can. I returned to the office today with renewed vigour and cannot wait for the positive changes to start happening. You're one smart cookie – keep doing what you're doing, only good things can happen by taking the Today's Pa training and I, for one, will spread the word!"

*Hayley North - **Microsoft***

Below are just some of the other companies who have sent their staff to our workshops recently:

- 2012
- AXA Insurance
- Barclays
- The British Library
- Brunel University
- Carphone Warehouse
- DLA Piper
- Girlguiding UK
- The Home Office
- Investa Real Estate
- Npower
- Pepsico
- Rugby Football Union
- Shell
- Surrey Police
- UBS
- Virgin

Fee

This course is available at our computer suite for £199. For a bespoke course at your venue please call 020 7622 2400 for more details.

Our philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the duller subjects interesting.

Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Other courses

You may also be interested in:

- Microsoft Word 2003 Beginners
- Microsoft Word 2007 Intermediate
- Getting to know Microsoft 2007