



Course Syllabus
Word 2007 Level I&II

Course Description:

Microsoft Word 2007 is Microsoft's powerful word processing software application. It is designed to make the creation of quality documents fast and easy. Word processing software allows you to type the text of a document and edit, move, and stylize that text, even after it has been typed. Word processors provide enormous flexibility in how the finished product will appear. This is a hands on class designed for users with no prior software knowledge using Microsoft Word 2007.

Text:

Word 2007, CustomGuide 2008.

Suggested Prerequisites:

Basic computer knowledge on a PC or Mac.

Topics to be addressed:

Introduction	Creating a Document
Editing a Document	Formatting a Document (Part 2)
Formatting a Document (Part 1)	Creating Charts and Diagrams
Additional Word Feature	Setting Up an Outline Document
Setting Up Multiple Columns	Collaborating With Other Word Users
Using Styles	Conclusion
Producing a Report	
Additional Intermediate Word Features	

