



## INTRODUCTION TO WORD 2007

**COURSE DURATION:** 1 DAY

So many people take Word for granted, but there's far more to this program than meets the inexperienced eye. You'll be very pleasantly surprised by how much time you can save by using Word efficiently!

### PRE-REQUISITES

No previous Word experience is required but some knowledge of the operating system, plus basic mouse and keyboarding skills is essential.

### COURSE OUTLINE

#### Introduction to the 2007 look

- The reasoning behind the changes
- Exploring the accessibility of tool
- Finding old favourites

#### The Basics

- Buttons on the Standard & Formatting Toolbars
- Definition of a spreadsheet and its uses
- Opening Excel Opening an existing file
- Creating a new spreadsheet
- Using keyboard shortcuts to get around in Excel
- Saving a spreadsheet
- Printing options
- Printing the spreadsheet
- Printing a range
- Closing a spreadsheet
- Exiting from Excel
- The Help facility

#### Page Layout

- Change paper size and orientation
- Set page margins and alignment
- Scale print output to fit a number of pages
- Print column and row titles and set other options
- View a worksheet in Print Preview
- Change margin and column widths in Print Preview
- Insert and remove a page break
- Set up headers and footers
- Add fields in headers and footers (page number, date/time, file information)

#### Printing Worksheets and Workbooks

- Print a worksheet
- Print a workbook (all sheets in book)
- Display formulas in worksheet cells
- Print a range of cells
- Set, print, and clear a print area
- Print a group of worksheets
- Print to a file

#### Entering Text and Numbers

- Entering and editing text and numbers
- Copying series
- Entering data in a range

#### Formatting Text & Numbers

- Simple Formatting
- Formatting Numbers
- Aligning Text or Numbers

#### Working with Formulae

- Entering a formula
- Series filling a formula
- Viewing formulae using built-in functions

#### Manipulating Cells & their Contents

- Moving the contents of cells
- Copying the contents of cells
- Formatting cells
- Merging cells
- Increasing the width and height of cells
- Inserting rows and columns
- Deleting rows & columns Inserting multiple rows & columns
- Placing borders around cells
- Simple sorting (based on the contents of one column)

#### Relative and Absolute Referencing

- Relative referencing
- Absolute referencing

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### CREATIVITY AND EFFICIENCY

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