

Operate a Word Processing Application – Word 2007

ICAU1129B



Ref No:
Elements of
Competency

DDICAU297

Create documents

- Open word processing application and create/open document and add data according to information requirements
- Use document templates as required
- Use simple formatting tools when creating the document
- Save document to correct directory

Customise basic settings to meet page layout conventions

- Adjust page layout to meet information requirements
- Open and view different toolbars
- Change font format to suit the purpose of the document
- Change alignment and line spacing according to document information requirements
- Modify margins to suit the purpose of the document
- Open and switch between several documents

Format document

- Use formatting features and styles as required
- Highlight and copy text from another area in the document or from another active document
- Insert headers and footers to incorporate all necessary data
- Save document in another file format
- Save and close document to disk

Create tables

- Insert a standard table into a document
- Change cells to meet information requirements
- Insert and delete columns and rows as necessary
- Use formatting tools according to style requirements

Add images

- Insert appropriate images in a document and customise as necessary
- Position and resize images to meet the document formatting needs

Use mail merge

- Create simple mailing list in layout suitable for merging
- Create or select another document for merging
- Mail merge list with other document

Print documents

- Preview document in print preview mode
- Select basic print settings
- Print document or part of the document from printer

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Audience This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1129B Operate a Word Processing Application (Word 2007 Introduction). This manual is a

learning resource and is not an assessment tool.

Pre-requisites

Basic keyboarding skills.

Course Length

In a training environment this manual is suitable for approximately 2 days.

**Course
Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk accompanies the manual. A course disk contains the necessary files to complete the manual.

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Starting Word

The Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Opening a Document

Opening a Second Document

Using the Taskbar to View Open Documents

Closing a Document

Shortcuts

Recently Used Documents

Moving Around

Mouse Techniques

Keyboard Techniques

Go To

Creating a Letter

Click and Type

Inserting a Date

Typing the Letter

Saving a Document

Editing Practice

Spelling and Grammar

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking the whole document

Printing a Document

Print Preview

Zoom

The Zoom Icons

Printing

Printing Multiple Pages on One Page

Formatting Text

Selecting Text

Character Formatting

The Font Group Buttons

Font Dialog Box Launcher

The Mini Toolbar

Scaling Characters

Character Spacing and Kerning

Changing Case

Correcting Text as you Type

Formatting Exercise

AutoCorrect

Using Predefined Entries

Creating an AutoCorrect Entry

Skill Builder

Exceptions

INitial CAPs

Deleting AutoCorrect

Deleting Exceptions

Paragraph Formats

Paragraph Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Customising a Numbered List

Numbering Spacing

Bullets

Bullet Style

Using a Picture Bullet

Bullet Spacing

Paragraph Formatting Exercise

Borders and Shading

Applying Borders

Customising Borders

Removing a Border

Applying Shading

Text Borders

Page Borders

Paragraph Spacing

Keyboard Shortcuts

Copying and Moving Text

Copying Text

Moving Text

Dragging Text

Exercise – Copying and Moving

Collect and Paste

The Clipboard Toolbar

Clearing the Clipboard

Clipboard Options

Tables

Inserting a Table

The Table Button

Centring the Heading

Formulas

A Second Table

Formatting the Table

Changing Column Widths

Changing Row Heights

Inserting a Column

Text Direction

Text Alignment

Inserting a Row

Splitting Cells

Deleting Rows and Columns

AutoFormat

Table Borders

Deleting a Table

Drawing a Table

Using the Eraser

Moving and Sizing a Table

Automatic Formatting

Ordinals and Fractions

Automatic Formats

Automatic Bullets

Automatic Numbers

Automatic Tables

The 2007 Help Feature

Printing a Topic

Other Help Places

Document Formatting

Margins

Landscape Printing

Page Breaks

Headers and Footers

Typing a Header

Header Icons

Typing a Footer

Page Numbering

Using Fields in the Footer

Inserting the Filename

AutoFormats

The Style Gallery

Tabs

Types of Tabs

Before you Start

Editing the Tabs

Leader Characters

Using Views

Draft View

Print Layout View

Outline View

Reading Layout View

Zoom Control

Zoom Group

Drop Cap

Margin Drop Caps

Merge Documents

Example - the Main Document

Starting the Merge

Field Names

New Address List

Typing the Main Document

Previewing the Letters

Performing the Merge

Exercise - Mail Merge

Find and Replace

Finding Text

Find Options

Replacing Text

Styles

Style Characteristics

Applying Styles

Updating Styles

Creating New Styles

Adding Styles to the Template

Viewing the Style Area

AutoText

Creating an AutoText Entry

Storing an AutoText Entry

Using the AutoText Entries

Sorting

Sorting Text or Numbers

Sorting Tables

Synonyms

Using the Thesaurus

Symbols

Inserting Symbols

Choosing a different Font Set

Pictures

Inserting a Picture

Previewing a Clip

Inserting the Picture

Moving the Picture

Revision One

Revision Two

Appendix

Character Quick Keys

Paragraph Quick Keys

Inserting Breaks

Other Handy Keys