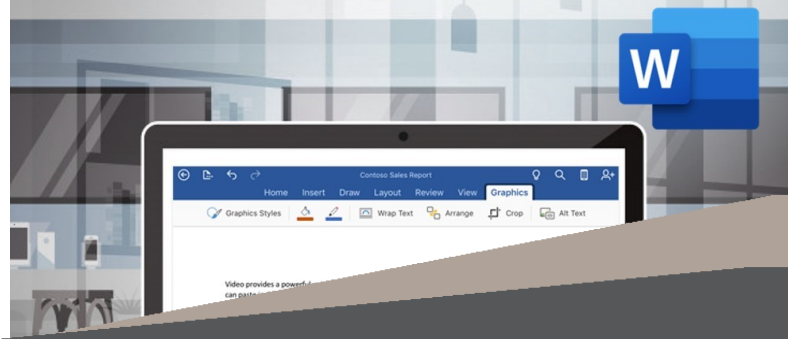# MS Word 2007
## (E-Learning Course)

R 995 Ex VAT     Course time: 347min     License valid for 14 days

## About the Course

This course will demonstrate step-by-step how to use Microsoft Word to create different types of documents, creating, selecting and organising text, applying these document skills to your day-to-day work life, working with tabs, formatting backgrounds and working with images, creating columns and margins, how to set up the printer and viewing settings, tables and mail merge, working with styles, bullets and lists and creating indexes and tables of contents.

## Who Should Attend

This course is for anyone who wants to use Microsoft Word to create and edit documents.

## Modules That Form Part of the Course

| MODULE NAME | ABOUT THE MODULE | MODULE DURATION |
|---|---|---|
| Start Using Word | This instructional course will walk you through the basics of Microsoft Word. Word is super easy to use and you can create all sorts of documents. This course will show you how. | 20 Minutes |
| Word 2007 Basic | Word. Yo, dawg. That's quite enough of that. Let's learn how to use Microsoft Word. Microsoft Word is THE word processing software. It's like, I'm pretty sure the ancient Egyptians used Microsoft Word for hieroglyphics in pyramids, it's that ubiquitous. That doesn't mean it comes naturally to everyone to use. This course is going to outline the basics of Microsoft Word 2007, to help you get the most out of it while you're knocking together your modern-day equivalent of hieroglyphics. Probably just some report or something. | 54 Minutes |
| Word 2007 Intermediate | Everyone's used Word at some point. By now, surely? But maybe you've not tried 2007. Or maybe you just want to know how to get more out of it. Lucky for you: this course exists. You've heard the story about the person who tried to move an image 1mm in Word and ended up inadvertently hacking into the Pentagon. It was all over the news. Still couldn't get the image to move. Word can be tricky. This course is designed to help with that. It's going to look at some tips and tricks that build on your basic knowledge, beyond just type-a type-a type-a. So you will be able to move that image. And much more. | 196 Minutes |
| Word 2007 Advanced | Word, eh? Easy innit? Writing stuff. Tables. You can do it all. Or can you? Let's find out. If you're comfortable using Word, but think, 'hey, maybe I could be a bit more efficient here', this course is for you. It'll look at some of the stuff you might not have known about Word. Or maybe the stuff you did know in a bit more detail. It's designed to help you get the most out of the program, imprinting your own style into your work. It assumes a reasonable level of background knowledge on the Word platform. If you feel you're not up to that, there are courses that build up to this one. | 77 Minutes |

*Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.*

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