

## INFORMATION TECHNOLOGY

# Microsoft Word 2007 - Introduction

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### General Course Information

- General Description:** The skills and knowledge covered in this publication are sufficient to create real-world documents including letters, memos, faxes, basic flyers, basic newsletters, and the like.
- Learning Outcomes:** At the completion of this courseware participants will be able to:
- Start and work with Microsoft Word 2007
  - Create a new document from scratch
  - Work with existing documents
  - Work with text, including search and replace operations.
  - Cut and copy text around a document
  - Format both text and paragraphs to produce appealing documents
  - Work with page layout and design features
  - Create and work with tables
  - Print documents
  - Access additional help and information
- Target Audience:** This course is primarily designed for people who need to know how to use Microsoft Word 2007 to create a range of documents such as letters, memos, faxes, and reports. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.
- Prerequisites:** This course assumes no prior knowledge of Microsoft Word 2007. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
- Methodology:** A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
- Course Material & Lunch:** A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

***Important:*** *Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in Anutech Court) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking. We recommend North Oval as the most likely available parking area.*