

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Microsoft Word 2007 - 2010

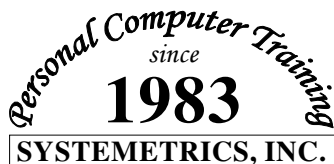
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and using a mouse.

**Environment:** Microsoft Windows

**Version(s):** Word 2007 or 2010. *Not applicable to earlier versions of Word.*

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Word.



**SYSTEMETRICS, INC.**  
95 Sockanosset Crossroad  
Cranston, Rhode Island 02920  
  
Telephone: (401) 275-2200

**Who Should Take This Seminar:** *Introduction to Microsoft Word 2007 - 2010* is designed to introduce the student to Microsoft Word, the popular word processing software. This seminar applies specifically to Word 2007 and 2010 and should not be taken by students using previous versions of Word. Upon completion of this seminar the student will be able to create and edit documents, save and retrieve files, and print documents. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

### Seminar Outline

#### I. Word Basics

- A. Understanding the parts of the Word screen
- B. Using Ribbons, Shortcut Menus, Shortcut Keys, and the Quick Access and Quick Format toolbars
- C. Moving around in the document
- D. Creating a new document
- E. Revising an existing document
- F. Entering text
- G. Saving a document
- H. Moving the insertion point within a document
- I. Deleting text
- J. Using Undo

#### II. Formatting Documents

- A. Changing the format
- B. Setting and using tabs
- C. Centering text
- D. Underlining and boldfacing text
- E. Using manual and automatic page breaks
- F. Opening multiple documents
- G. Moving and copying text within documents
- H. Moving and copying text between documents
- I. Checking spelling
- J. Using find and replace
- K. Saving a document

#### III. Maximizing Your Efficiency

- A. Using templates and wizards
- B. Using AutoCorrect
- C. Using AutoText

#### IV. Printing Documents

- A. Establishing print settings
- B. Viewing a document before printing
- C. Printing a document